McClelland Elementary School
2026-2027 Student Handbook



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Principal

Carlton Milton & Sunny Strickland
Assistant Principals

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*"**M**otivating **E**very **S**tudent to Succeed"*

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McClelland Elementary School

Thank you for taking the time to read the McClelland Elementary School Parent-Student Handbook and review its contents with your child. The handbook is available in digital format on our school website at **meslongco.com** (Parents and Families). Printed copies are available upon request.

Please verify that you and your child have reviewed the handbook by completing the acknowledgment section below and returning it to your child's homeroom teacher.

By signing below, you are granting McClelland Elementary School permission to use your child's name, photograph, and/or video image in school-sponsored publications and media, including but not limited to the school website, school social media accounts, local newspapers, and communication platforms such as Remind. If you do **not** grant permission, please indicate your preference by checking the box below and returning this form. If this form is not returned, permission will be assumed.

Additionally, by signing below, you acknowledge that you have read and understand the expectations, policies, procedures, and Student Code of Conduct outlined in the handbook.

We look forward to a successful school year for your child. We are confident that McClelland Elementary School will partner with you to address any questions or concerns that may arise throughout the year. If you need additional assistance, please contact the principal of McClelland Elementary School at (912) 545-7910.

Parent/Guardian Acknowledgment

This form acknowledges that our family has reviewed the McClelland Elementary School Parent-Student Handbook, understands its contents, and agrees to support the expectations and policies described therein.

Student Name: _____

Teacher: _____

Parent/Guardian Signature: _____

Date: _____

☐ I **GIVE** permission for my child's name, photograph, or video image to be used in school-sponsored publications, media, or communications.

☐ I **DO NOT** give permission for my child's name, photograph, or video image to be used in school-sponsored publications, media, or communications.

Dear Parents and Guardians,

Welcome to McClelland Elementary School! We are excited to begin another school year and are honored to partner with you in your child's education. McClelland Elementary is home to outstanding students, dedicated teachers, and caring support staff who work together each day to create a positive and engaging learning environment.

It is our privilege to serve as your school's administrative team, and we look forward to building strong relationships with our students, families, and community throughout the year. This handbook is an important resource that contains information about school policies, procedures, expectations, and programs. We encourage you to read it carefully and discuss its contents with your child. If you have any questions, concerns, or suggestions, please do not hesitate to contact us.

Throughout the year, information about upcoming events, important announcements, and school activities will be shared through our school website at **www.meslongco.com** and on the McClelland Elementary School Facebook page.

We sincerely hope that you and your child have a successful, rewarding, and enjoyable school year. Thank you for entrusting us with your child's education. We look forward to working together to ensure every student has the opportunity to learn, grow, and thrive.

Sincerely,

Kesha Lee	**Carlton Milton**	**Sunny Strickland**
Principal	Assistant Principal	Assistant Principal

McClelland Elementary School Purpose

The vision of the Long County School System states that Long County Schools will be an exemplary system where ALL students are college and career ready. The vision of the district is what drives the philosophy, mission, and beliefs of McClelland Elementary School (MES).

McClelland Elementary School Philosophy

The education of the students of MES is the responsibility of the entire community. The children of the community are the most important resource and future leaders of Long County. It is important that we encourage students to develop good citizenship practices, high moral standards, and positive self-esteem.

McClelland Elementary School Mission

MES will provide every student a safe, healthy, nurturing, and diversified learning environment facilitated by skilled, creative, and highly qualified professionals who promote lifelong learning.

McClelland Elementary School Vision

MES believes that ALL children can learn and have the right to a highly qualified educational experience within a challenging, nurturing, and safe environment.

McClelland Elementary School Motto

M*otivating* ***E****very* ***S****tudent to Succeed*

SCHOOL HOURS
The instructional day is from 8:05 a.m. until 2:55 p.m. Parents may begin to drop off students at 7:40 am and they should be picked up no later than 3:30 pm. Students should not be on campus after school hours unless they are attending an organized school event. Students are considered tardy if they arrive at 8:05 am or later. Please sign your student in at the front office. Students are not allowed to walk in unescorted.

Transportation/BUS CHANGES
Should a child need to ride a different bus home, a parent must send a signed note to the office with a working phone number where a parent can be reached. Phone calls and emails will not be accepted to change buses or afternoon transportation methods.

School visitors
In an effort to maximize instructional time and ensure a safe and secure building, McClelland Elementary School does not permit family or friends to visit with students and attend classes during the school day. Parent involvement events such as an open house, book fair family night, curriculum events, etc. will be scheduled throughout the school year. Please see the table below of upcoming events.

Parent Involvement Events:
Open House
Fall Book Fair Family Night
Long County Community Night
MES Parent Conference Day (schedule with the teacher)
CHAMPS Ceremony (5th Grade only)
Fall Festival
Spring Dance
Curriculum Night(s)
BOGO Book Fair Night
Award Ceremony (Invitation only)
Fun Run
Field Day

PARENT-TEACHER CONFERENCES
Strong parent-teacher partnerships are important for student success. Conferences may be scheduled during the teacher's planning period or after school via virtual or face to face meetings. If you would like to schedule an appointment, please contact the front office @ (912) 545-7910.

CHAIN OF COMMAND

The staff of McClelland Elementary School takes great pride in maintaining positive relationships among students, parents, and the community. While most questions and concerns can be resolved through regular communication, situations may occasionally arise that require additional discussion. To ensure concerns are addressed appropriately and efficiently, the following chain of command should be followed:

First contact: Teacher
Second contact: Assistant Principal
Third contact: Principal
Fourth contact: Program Director
Fifth contact: Superintendent
Sixth contact: Board of Education

STRUCTURE OF THE LONG COUNTY SCHOOL SYSTEM

The Long County School System is governed by a five-member Board of Education. These board members are elected by the voters of Long County. The members who currently hold these positions are listed below.

Bruce DeLoach*, Chairman,* District 2
Bryan Wingate, *Vice Chairman,* District 5
Linda Deloach, District 4
Tony Duncan, District 1
Melissa Craft, District 3

The Board of Education is primarily a policy making body (by Georgia law). The person responsible for administering the policies of the Board of Education is Heath Crane, Superintendent of Schools. All regular Long County Board of Education meetings will begin at 4:30 p.m. on the second Tuesday of each month.

EVERY STUDENT SUCCEEDS ACT (ESSA)

In compliance with the requirements of the Every Student Succeeds Act Statute of the Long County School District, parents may request information about the professional qualifications of their children's teacher(s). The following information may be requested:

1. Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
    1. Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived; 2. The college major and any graduate certification or degree held by the teacher; 3. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request the information concerning your child's teachers' qualifications, please contact the principal (Section 1111 h 6).

As required by the United States Supreme Court decision, *Mahmoud v. Taylor*, a parent may request to opt out of instructional materials and supplementary or ancillary materials as defined in policy if those materials substantially interfere with the religious development of their child or pose a very real threat of undermining the religious beliefs and practices a parent wishes to instill in the child.

Student Grades

Reporting, Retention, Promotion

Progress reports and report cards will be issued once every nine weeks.The final grade will be recorded for the semester as the cumulative grade (example: 1st and 2nd 9 weeks average = semester grade). Powerschool notification is available to monitor your child's academic progress.

Grading scale:

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

- ❏ Students failing two or more classes are in danger of retention (69 and below). ❏ Decisions on promotion, retention, and placement of students shall be established by a school level team to include the parent. The final placement decision will be determined by the team based on a review of evidence including but not limited to the following: mastery of state summative assessment, grade-level curriculum, course grades, participation, age and level of social/emotional maturity and school attendance.
- ❏ Academic intervention and documentation of student progress should be presented during parent-teacher conferences and Multi-Tiered Support System meetings held throughout the school year prior to retention/promotion placement. Academic conferences will be scheduled throughout the school year.

STUDENT RESPONSIBILITIES

Students at McClelland Elementary should always exhibit positive behaviors such as: We Are Ready, We Are Respectful, We Are Responsible. We do things **"The Blue Tide Way!"**

1. Students should report to class with the necessary materials for participation in the class.
2. Students should follow classroom and school-wide Blue Tide Way Expectations.
3. Students should actively participate in classroom activities to enhance their own growth and learning.
4. Students are expected to give their attention to the teacher and be respectful to self and others to create a positive learning environment.
5. Students are expected to work hard while having a mindset of growth through relevant experiences.

School Social Functions
All school-sponsored activities must be properly chaperoned and must conform to existing board policy. All activities must be approved by the Administration before being presented to the superintendent and the Board of Education. Students at school-sponsored social functions and activities are expected to behave in a responsible manner, whether the function is on or off campus. The following will be strictly enforced:

- No alcoholic beverages, vapes, tobacco, or drugs will be allowed.
- No loitering.
- Students will be held responsible for the conduct of their guests.
- Students who are enrolled in Alternative school cannot participate or attend any school sponsored event.

*If a student remains on campus for more than 30 minutes after the conclusion of an extra-curricular event, local law enforcement may be called. If this behavior is repetitive, the student may lose the right to attend any extra-curricular events for the rest of the school year.

School Board Policy
Any student who does or who is charged with the use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, controlled substances, look-alike drugs, steroids, or possession of drug paraphernalia on any school premises or at any school function (home or away), and any student who is in possession and/or makes use of a weapon on school campus or at any school function (home or away) which weapon includes, but is not limited to the following, knives; guns; razors; razor blade; pepper spray; explosive devices; any object used to cause injury or death to a person; any chemical, drug, bacterial spore, similar substance, look-alike substance or counterfeit substance; or any student charged with a felony shall be suspended for ten days and a student disciplinary panel hearing shall be convened to investigate the incident and report the findings and recommendations to the board of education for final determination of guilt and punishment. Any student with pending drug, alcohol, weapon, or criminal charges will not be readmitted to classes except by action of the Long County Board of Education. Punishment may be suspension for the balance of the school term, and/or permanent expulsion.

SELLING MERCHANDISE AND POSTING SIGNS
Students are not permitted to sell any merchandise at school without the approval of the administration. Only those sales which are sponsored by school classes and clubs are allowed, and all such activities must be approved in advance. Students may not sell merchandise for personal profit. No signs or displays are permitted to be displayed unless they are school-related and approved by administration.

TECHNOLOGY DEVICES
Chromebooks will be assigned to each student by the homeroom teacher during the first week of school. These devices are intended to enhance daily classroom instruction. Failure to comply with the Long County Schools Internet Acceptable Use Guidelines/Procedures

(page 37) will result in consequences such as loss of privileges or restitution for damages as determined by the school administration.

SCHOOL INSURANCE
The school is not responsible for hospital or doctor bills contracted due to accidents that happen on school premises. However, as a service to the student, the school makes available a low cost accident insurance. The school accepts no responsibility for coverage of the insurance and is in no way connected with the company. Claim forms should be picked up from the office as soon as possible after an accident.

SCHOOL SAFETY
Safety drills are conducted throughout the year to prepare for emergency events. These drills allow students and staff to act quickly and keep all safe. Drills will include fire, severe weather, and intruders. If you would like to exempt your student from the intruder drill, a written request must be provided to the school's principal.

LIBRARY/MEDIA CENTER SERVICES
McClelland Elementary is home to thousands of books and resource materials for students and their families to check out and use. Students are given an opportunity to visit the library weekly. Overdue, lost, and/or damaged books will result in a fine or replacement cost.

LOST AND FOUND
In order to help limit the amount of items lost during the year, we suggest parents/guardians label jackets/sweaters, etc. with student names (inconspicuous spots inside the clothing).

Lost and Found is located in the ISS Room. An item that has been turned into the Lost and Found may be claimed by its owner. Unclaimed items will be donated or discarded at the end of each Nine Week period.

LUNCHROOM POLICIES
A nutritious breakfast and lunch are served daily and each provide 1/3 of the daily nutrition requirements. All Long County students will receive breakfast at NO COST for the 2025-26 school year. All parents are encouraged to fill out the FREE or REDUCED lunch application through the school or online, https://www.longcountyps.com/.

MEAL MODIFICATION
Students who are allergic to milk products or any other foods must complete a Long County Meal Modification Form each year by a physician and the form should be turned into the school nurse to remain on file. Once the Meal Modification form is returned, the lunchroom manager will be notified of any specific allergies.

Legal/Non-Discrimination Notice
Long County Schools does not discriminate on the basis of race, color, religion, national origin, age, disability or gender in employment decisions or educational programs and activities, including its athletic programs. Any student, employee, applicant for employment, parent/guardian or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based

upon any of the factors listed above should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the Board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor. Long County Schools is committed to diversity, equity, and inclusion for all.

SCHOOL HEALTH SERVICES

INFORMATION REGARDING MEDICATION ADMINISTRATION

A nurse is not always available to assist in the administration of medication. The student may be assisted by an adult designated by the principal.

Prescription and non-prescription medication will be given to students by school personnel only when the following guidelines are observed.

1. Prescription medications must be brought to the school in the original prescription container labeled with the student's name, date prescribed, instruction for administering, name of drug, name of issuing health care provider, expiration date, and route medication is to be given. A "Medication Permission Form" must be completed on all medications. A student must have taken at least one dose of the medication prior to school health personnel administering any medication.
2. It is the responsibility of the parent/guardian to deliver all medications (prescription or non-prescription) to the nurse's office or other designated school personnel. Medications must not be sent with a student to school. The only exceptions are for prescription inhalers, epinephrine auto injectors, insulin, and diabetic supplies. Primary and elementary students are not allowed to self-administer any medications at school.
3. It is the responsibility of the parent/guardian to notify the school of changes in the medication, dosage, and/or time of administration. A new "Medication Permission Form" must be completed indicating changes.
4. Non-prescription medications (over-the-counter medications) must be brought to the school in the unopened original container. A "Short Term/Over the Counter Medication Permission Form" must be completed. Cough drops are allowed at school.
5. Medications (including over the counter medications) administered for more than 10 school days are not considered to be of short term duration. A "Medication Permission Form" must be completed on all medications that will be given more than 10 school days.
6. It is the responsibility of the parent/guardian to keep the school supplied with adequate amounts of medication for their child.
7. Unused or discontinued medications must be picked up by the parent or guardian from the nurse's office prior to the end of the school year. All medications remaining will be disposed of by the school.

ILLNESS OR INJURY

Students with a contagious illness should stay home until free of symptoms for 24 hours. Keeping ill students at home protects everyone. If your student has a communicable disease, please call the nurse at your child's school to inform them.

Students should be fever free (temp below 100.4) without the use of fever reducing medications for 24 hours before returning to school.
Students may return to school after 24 hours have passed from the last episode of vomiting or diarrhea.

A student with chickenpox may return to school when all lesions have scabbed (usually 5-7 days). If your child has been diagnosed with chickenpox please notify the nurse.

A student with head lice should remain at home and have the hair treated. Please do not send a child to school with lice. Please notify the nurse.

Eyes with drainage, itching, pain, redness of the whites of the eyes, sensitivity to light, or redness of the eye lid should be seen by a health care provider to rule out pink-eye (conjunctivitis). If a student has pink-eye, he or she may return to school after being on prescribed medication for 24 hours.

Students who have impetigo, ringworm, shingles, staph infections, and scabies must be receiving treatment to return to school. In some cases, lesions may have to be covered.

In the event of a major accident or serious illness, the school will contact the parent/guardian as listed in our records. The Emergency Medical Services (EMS) protocol will be activated in the event of a medical emergency. EMS will determine if transport to the local hospital is necessary.

Please keep your phone numbers & emergency contact number current with our school to assist in communication in case your child should need you.

SCHOOL COUNSELOR
Certified school counselors are available to assist students with personal/social, academic, behavioral, and/or vocational concerns. In addition, a military counselor is available for those students who are currently in the household of military members for support and guidance.

CHILD ABUSE REPORTING
All employees of the Long County Board of Education, including all teachers, administrators, guidance counselors and visiting teachers, as well as school social workers and school psychologists employed by the Long County Board of Education, who have reason or cause to believe that a child is being or has been abused shall report immediately but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, in accordance with Georgia law and the protocol for handling child abuse cases for Long County, Georgia.

FIELD TRIPS

Information and a permission slip will be sent to you in advance of any field trip and will include cost, place, departure time and dress. The permission slip must be signed and returned to your child's teacher in order for the student to participate in the field trip. All money should be turned in prior to the field trip. The behavior expectations of all students apply while on trips.

We cannot refund costs for missed field trips under any circumstances.

TESTING

All students at McClelland Elementary School are required to take the Georgia Milestones in the spring. Georgia Milestones scores are used to help calculate the school's overall grade in CCRPI (College Career Readiness Performance Index).

In order to enroll in the Long County School System, the following must be met:

A. Each student must have a regularly established place of physical residence in Long County with a natural parent, adoptive parent, or legal guardian and must meet all state and local requirements. Two proofs of physical address are required.

B. No student shall be admitted to the Long County School System until he/she has completed all suspension and disciplinary actions imposed by any other school previously attended.

C. The Long County School System will accept enrollment of a student who does not have a regularly established place of physical residence in Long County with a natural parent, an adoptive parent, or legal guardian, only upon a duly passed motion of the Long County Board of Education. No student shall be accepted unless he meets the following standards:

1. The parent, adoptive parent, or legal guardian must request in writing that the student is allowed to attend school, stating the reason for the request.
2. The said student shall be in good academic standing with the last school attended.
3. The said student shall not be on probationary status with the last school attended.
4. The said student shall not be under any expulsion or in any disciplinary class of the last school attended.
5. The said student shall have at least an average attendance record when compared with the comparable students in the Long County School System.
6. The said student shall not have been suspended/expelled from school within the past 12 months.
7. The said student shall not have a record indicating more than the average disciplinary problems when compared with comparable students in the Long County School System.

Attendance: Tardy, Withdrawals, Truancy Policies

Tardy

A student is considered tardy if he/she is not on campus at 8:05 a.m. Students who incur more than 7 tardies per nine weeks will be referred to the school attendance officer.

The Long County Board of Education adopts the following policies and procedures to reduce absences (SBOE Rule 160-5-1-.10). **Students are expected to attend school every day**.

The Georgia Compulsory School Law (O.C.G.A. 20-2-690.1) Mandatory education for children between ages six and 16 will be enforced by the school social worker and the magistrate and state courts of Long County.

Long County Middle School, McClelland Elementary School, and Smiley Elementary School:

Once a student accumulates 5 unexcused absences the School will send home a letter indicating the continued need for cooperation in compulsory attendance, this could include a call, conference, meeting with the School. After two reasonable attempts to notify the parent or guardian to discuss absences, a letter will be sent certified mail, return receipt requested or first class mail. Please note that Potential judicial consequences and penalties are: could be found guilty of a misdemeanor and, upon conviction be subject to a fine of not less 75 than $25.00 and not greater than $100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction.

Absences and Excuses

- Students are counted present at school if they are present at least half of the instructional day (11:30 a.m.). Students will be marked absent from every class they miss, even if counted present for the day.
- Attendance is checked every period. Students in grades Pre-K-8 are allowed to accumulate no more than eighteen (18) absences (excused or unexcused) in any class during the school year. Students in grades 9-12 are allowed to accumulate no more than nine (9) absences (excused or unexcused) in any class during the school year.
- Students must provide written excuses within two (2) school days and must make up any missed work within two (2) days (for documented excused absences only). It is the responsibility of the student to request missed work. Any absence, excused or unexcused, remains on the student's record and counts toward the allowable absences.
- Students are counted absent but excused when they provide written excuses for:
    1. personal illnesses and when attendance at school would endanger their health or the health of others
    2. a serious illness or death in the immediate family necessitates absence from school
    3. absences mandated by order of government agencies, including pre-induction physical examinations for service in the armed forces, or by court order
    4. students celebrating religious holidays

5. conditions rendering attendance impossible or hazardous to their health or safety
6. If a student's parent or legal guardian is in military service, in the armed forces of the United States or the National Guard, and that parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat supporting posting, the student will be allowed up to 5 excused absences during the school year to visit with his or her parent or legal guardian prior to the parent's/guardian's deployment or during the parent's/guardian's leave. It is requested that you submit the documentation prior to the absences occurring.
7. Local boards of education shall count students present when they are serving as pages of the Georgia General Assembly as set forth in O.C.G.A. § 20-2-692.

Procedure for Documenting Absence(s)
Students who have been absent must bring a written excuse from a parent or a doctor's note stating the reason for the absence. The note must be brought to school within two (2) days following the absence.
The written excuse must contain the following information:

1. Name of student
2. Date of note
3. Date of absence
4. Reason for absence
5. Parent signature or doctor's signature
6. Phone number of parent and/or doctor

Truancy
Truant-160-5-.10: Any child subject to compulsory attendance during the school year that has more than five days of unexcused absences. Students having five unexcused absences are in jeopardy of violating Compulsory Attendance.

Student Withdrawals (limitations)
The Long County School System is authorized to withdraw a student who:

- is not subject to compulsory school attendance; and
- is not receiving instructional services from the local school system through homebound instructional services required by the federal Individual with Disabilities Education Act (IDEA).

Parental Notification of Student Withdrawal
The superintendent or the superintendent's designee shall use his or her best efforts to notify the parents(s), guardian (s), or other person(s) who has charge of a student if the school system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance. The Long County School System is authorized to withdraw a student subject to compulsory attendance only if the local superintendent or the superintendent's designee has determined the student is no longer a resident of the local school system or is enrolled in a private or homeschool program.

Make-Up Work

Students with excused absences will have two (2) school days to make up any missed work. Failure to obtain or complete missed work in a timely manner will result in a grade of zero (0). Exceptions to the two-day rule may be made for students with three or more consecutive unexcused absences based on a plan devised by the individual teacher. Every effort should be made to make up work as soon as possible. The two-day rule does not apply to long-standing due dates on assignments such as projects or term papers. In these cases, the student is expected to turn in the assignment on his/her first day back to school. Having an excused absence does not obligate the school to repeat a class or event for a single student. Make up work that may reasonably be assigned and completed will be allowed. No administrator or teacher shall excuse a student from make-up work required by a class. All work missed must be made up in order to receive a grade.

Withdrawals

A student withdrawing and transferring to another system must obtain a withdrawal form from the records clerk. The student or parent/guardian should notify the records clerk three (3) days in advance of the intention to withdraw. All Chromebooks and library books must be returned and all fines paid before the withdrawal form will be released.

STUDENT CODE OF CONDUCT

Philosophy of Classroom Behavior
The basic functions of the school are teaching and learning. Teachers have the right and obligation to teach. Students have the right and obligation to learn. Any behavior that violates these rights or interferes with the performance of these obligations is unacceptable. The teacher decides what is acceptable in his/her class and makes those expectations known to students.

The school has the right and the responsibility either to change or eliminate any source of any behavior that significantly interferes with teaching and learning.

Students must be in their seats as soon as they enter the classroom, ready to work. They must remain in their seats and focused on instruction.

NO STUDENT HAS THE RIGHT TO INTERFERE WITH A FELLOW CLASSMATE'S RIGHT TO LEARN. It is expected that each student will exhibit the kind of personal self-discipline which is conducive to a good learning environment. The administration and faculty will enforce rules that are necessary for the operation of the school. However, parents/guardians should assume the primary responsibility of encouraging the proper behavior of their children.

Philosophy of Discipline
The Long County Board of Education believes that every student has a right to attend school and to receive the best education possible without disruptions by unruly and undisciplined students. The Long County Board of Education believes that unruly and undisciplined students need to be removed from the classroom setting until their conduct conforms to expected standards.

Each classroom teacher will deal with general classroom disruptions by taking in-class disciplinary action, by making personal phone calls to the students' parents or guardians, making contact via established electronic communication systems and by scheduling conferences with parents/guardians and other school staff members.

In the event that a discipline referral is unusual or severe in any nature, the referral will be turned over to administration.

The degree of discipline to be imposed will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student, and other relevant factors. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

The Long County Board of Education believes that unruly and undisciplined students need to be removed from classroom settings until their conduct conforms to expected standards. Students are given several opportunities to behave in the classroom before referrals to the office are made.

The wise student will take heed of the classroom teacher's attempts to correct his/her inappropriate behavior. Once the student is referred to the office, every effort will be made to help the student realize the consequences of his/her actions, and to help the student correct the behavior.

Teachers at McClelland Elementary School follow a progressive discipline plan for most classroom infractions. Some more serious infractions will result in an immediate referral to the office.

***1st Offense*:** Warning/Student Conference
***2nd Offense*:** Teacher-Assigned Consequence
3rd Offense: Teacher-Assigned Consequence/Parent Contact
Subsequent Offenses: Office Referral

We are Ready, We are Respectful, We are Responsible.

Here is a general matrix of our MES expectations - **THE BLUE TIDE WAY!**

Cafeteria	Hallway	Playground	Restroom	Classroom	Bus
We are Ready Walk quietly Sit facing table Hands/feet to self	**We are Ready** Ride the wave Stay on the right Hands/feet to self	**We are Ready** Hands/feet to self Use equipment properly	**We are Ready** Walking feet Hands/feet to self	**We are Ready** Walking feet Sit in chairs properly Keep body in control	**We are Ready** On time at the stop Stay in seat Face forward Level 0 voice at Railroad
We are Respectful Say please/thank you Use a Level 0 or 1 voice	**We are Respectful** Level 0 voice Pay attention to where you are walking	**We are Respectful** Take turns Show care/kindness Level 1 or 2 voice	**We are Respectful** Use a level 0 voice Hush-Rush-Flush	**We are Respectful** Use a level 0 or 1 voice Show care/kindness	**We are Respectful** We are nice Use kind words Allow others to sit
We are Responsible Raise your hand for help Keep food on tray Keep area clean	**We are Responsible** Face forward and walk	**We are Responsible** Line up when called Take care of equipment	**We are Responsible** Wash hands Use 1-2 paper towels/put in trash	**We are Responsible** Follow directions Do your Best Help others	**We are Responsible** Listen to driver Keep belongings on lap Keep bus clean Level 1 voice

Voice Levels: 0- Silent 1- whisper/normal 2- louder/outside

Students are expected to:

Follow all expectations included in the THE BLUE TIDE WAY Expectation Matrix as well as behave in a manner considered to be safe, responsible and respectful including, but not limited to:

1. Respect all administrators, teachers, support personnel, and fellow students in school.
2. Refrain from the use of profane or obscene language. All negative gestures and insults are to be kept to oneself.
3. Leave all toys, pets, games, electronic devices, glass items, playing/trading cards, etc. at home unless permission is granted by a teacher for special classroom use.

Note: *School personnel are* ***not*** *responsible for any unsolicited material or equipment a student may bring to school unless it is confiscated. Parents may recover a confiscated item by contacting the teacher. Unclaimed items will be discarded at the end of the school year. Furthermore, students are not permitted to sell or exchange items at school or on the school buses.*

4. Take care of school property. Students will be held responsible for loss or damage to school property. Theft of school or other student's property will not be allowed.
5. Be honest in all actions (ex: cheating, making false reports,etc.).
6. Weapons of any kind are prohibited.
7. Resolve personal conflicts without physical aggression or fighting. If necessary, students may seek the help of school personnel/counselors.

CONSEQUENCES FOR NOT MEETING EXPECTATIONS

Restorative Practice
Students will receive warning, reteaching, and/or redirection by teacher or staff.

Detention
Students may be assigned to detention during school for not following Blue Tide Way Expectations after redirection and reteaching or at the discretion of an administrator.

In School Suspension (ISS)
In School Suspension is to provide an alternative to the removal of the student from school without an Out of School Suspension (OSS), while reinforcing positive behaviors to replace those that are disruptive or disrespectful. This alternate consequence allows a student to attend school, complete class assignments, and participate in reteaching of expectations. The placement of a student in ISS is the decision of the administrator and is based on the merits of each case. Any student who does not follow expectations in ISS may receive OSS.

Out of School Suspension
Steps are taken to redirect and reinforce appropriate behaviors using various alternative consequences and strategies. There are instances that warrant a student being suspended from school. These may include (but are not limited to): major and/or constant disruption to class/school function, fighting (and/or physical contact with intent to harm), physical assault on other student or staff, possession of prohibited items, repeated disruptive behaviors, threats with intent, bullying, destruction of school property (major).

A student suspended from school has the following restrictions:
1. The student will not participate in any school sponsored activity including extracurricular events during the suspension. Participation may resume on the day following the suspension.
2. The student will not return to the school or the campus until the day after the suspension.

3. The parent will be encouraged to report to the school for a conference upon the student's return.
4. When a student is assigned OSS as a discipline measure, the following procedure is to be followed with the first OSS offense:

a. The student is responsible for requesting all make-up work from his/her teacher(s) the first day returning to school after OSS.
b. A student is allowed 2 school days to complete the make-up work for each day of OSS that was assigned.
c. The student is responsible for turning the make-up work into the teacher(s) by the date it is due.

Alternative School

The Long County Alternative School exists to give students a chance to become academically and socially successful. If a student is assigned to the alternative school, he or she is prohibited from attending all school sponsored events (i.e., sporting events, field trips, etc.). Goals of the Long County Alternative School:

1. Increase students' self-confidence and self-esteem.
2. Improve individual student behavior, achievement, and attendance.
3. Increase commitment to school and learning by providing opportunities for students to experience success.
4. Provide for a successful transition from the alternative education setting to a regular school program or secondary program.

Alternative school students must abide by all rules, regulations, and procedures outlined in the alternative school handbook and the McClelland Elementary student handbook..

Attendance will be taken daily, and all attendance protocols and truancy laws apply.

* 1st offense bus referrals while enrolled in alternative school may result in the loss of riding privileges.

Students assigned to alternative school for repeated or chronic behavioral offenses may be assigned a 20-day placement. At the conclusion of the placement, the student, parent/guardian, school administration, and appropriate staff will reconvene to determine readiness for transition back to the regular school setting.

School Jurisdiction

The authority of the school over the conduct of students extends to the following locations:

- On the school grounds and within the school safety zone (**1000 feet of school**) during, before, and after school hours;
- On the school grounds and within the school safety zone as either a spectator or a participant at any other time when the school is being used by a school group;
- Off the school grounds at any school-related activity, function, sporting event, or event as a participant or a spectator;
- During the time required going to or from home, including time spent at the bus stop and on the school bus;
- Off school grounds, when a student's behavior has a direct and immediate effect on maintaining the safety and welfare of the students and staff;
- 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
- Any off-campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

Administrative Oversight

Since it is unreasonable to try and create policies and regulations for every possible incident, this code of conduct is meant to serve as a guide, not as an all inclusive policy manual. The administration of McClelland Elementary School will determine the severity of the action and the appropriate consequence for the action(s) that may not be listed in the code of conduct. McClelland Elementary School reserves the right to use administrative oversight in dealing with discipline problems at the school.

General Code of Conduct

It is expected that each student will exhibit the kind of personal self-discipline which is conducive to a good learning environment. The administration and faculty will enforce rules that are necessary for the safe operation of the school. However, parents/guardians should assume the primary responsibility of encouraging the proper behavior of their children. **No student ever has the right to interfere with a fellow classmate's right to learn.**

Discipline Guide

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student, intent, exceptionality, ELL status, and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

Administrators are asked to administer discipline in a progressive manner. Discipline incidents are classified as Level 1, Level, 2, Level 3, or Level 4 infractions. The underlying principle is to use the least severe action that is appropriate for the misbehavior. Administrators will increase the severity of the action if the misbehaviors continue.

McClelland Elementary School follows all policies set forth by the state and local boards of education. Policies are subject to change at the discretion of school administration, but must be followed.

School Board Policy

Any student who does or who is charged with the use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, controlled substances, look-alike drugs, steroids, or possession of drug paraphernalia on any school premises or at any school function (home or away), and any student who is in possession and/or makes use of a weapon on school campus or at any school function (home or away) which weapon includes, but is not limited to the following: knives; guns; razors; razor blades; pepper spray; explosive devices; any object used to cause injury or death to a person; any chemical, drug, bacterial spore, similar substance, look-alike substance or counterfeit substance; or any student charged with a misdemeanor or any felony shall be suspended for ten days and a student disciplinary panel hearing shall be convened to investigate the incident and report the findings and recommendations to the board of education for final determination of guilt and punishment. Any student with pending drug, alcohol, weapon, or criminal charges will not be readmitted to classes except by action of the Long County Board of Education. Punishment may be suspension for the balance of the school term, and/or permanent expulsion.

Bullying

Bullying (which includes Cyber Bullying) will not be permitted. "Bullying" is defined as:

- Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so.
- Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.
- Any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate.
- Causes another person substantial physical harm or visible bodily harm.
- Has the effect of substantially interfering with a student's education.
- 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.

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyber bullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. For purposes of this Code Section, electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system."

This law and the policy require schools to investigate reports of bullying. Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or his/her designee is required to notify the parent or legal guardian of the student. (O.C.G.A. 20-2-751)
Consequences for the student will be at the discretion of administration following investigation and comply with O.C.G.A. 20-2-751.
Any student who desires to report bullying grievances should report to the school administrator verbally and in writing.

Sexual Harassment
Inappropriate physical contact and/or lewd comments or gestures will result in disciplinary action. Violations of this type are extremely serious and require very extreme consequences. Sexual harassment or sexual battery is a violation of state law. The school is required by law to make an official report of such incidents to the local law enforcement agency.

Destruction of School Property
Willful and intentional damage to or defacing of equipment, facilities, or personal property will be repaired or replaced at the expense of the student(s) involved in causing the damage. Severe consequences and restitution, as deemed appropriate by administrators, will be required by the school.

Theft
Theft is an offense which may necessitate out of school suspension and notification of parents and law enforcement personnel depending upon the value of the item(s) stolen.

McClelland Elementary School will NOT be responsible for lost or stolen electronic devices. Searches will not be conducted for electronic devices that are reported stolen.

PROFANITY
The use of profane, vulgar, or obscene writing, speech, or gestures at school or school functions is unacceptable and considered disrespectful. Consequences for profanity will be left to the discretion of administration and may lead to out of school suspension.

TERRORISTIC THREATS

Any verbal or written threats to do harm to students, teachers, or school property will be taken seriously. Any student activating a fire alarm under false pretenses or making a bomb threat will be dealt with severely. Minimum penalty for violation of this policy will be suspension from school pending a student disciplinary panel hearing which may result in suspension for the remainder of the year and/or permanent expulsion. Local law enforcement will be immediately notified and charges may be pressed.

Further problems will result in the student being referred to the student disciplinary panel hearing for further action and/or loss of school privileges as determined by the administrator.

Book Bags/Backpacks/Personal Items

A school official may search a student's book bag/personal belongings on school property or at school functions if the school official has reasonable suspicion that there is evidence of a violation of school policy/code of conduct or crime (such as drugs, weapons, alcohol, electronic devices, other prohibited items). Failure to submit to a search once reasonable suspicion is deemed will be considered defiance Level 3.

Leaving Class or School

Parents may check their children out of school by coming to the school and requesting their children be checked out.

Only the parent/guardian, legally assigned person, or those individuals listed on the student data sheet may sign a student out of school. Students must be signed out in the main office. All individuals checking a student out of school must present a valid picture ID.

APPROVED DRESS CODE

Students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Examples of inappropriate dress and grooming include lack of cleanliness in person or dress; shoe lessness; "short-short" clothing; bare midriffs; "tank tops"; "see-through" clothing or apparel which designates gangs or similar organizations or any dress that is disruptive to the educational process. Designated dress involving school activities approved by the principal shall be acceptable. The principal or other duly authorized school official shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or the intent of this rule. The administrator reserves the right to make the final decision on any dress code issue that might be in question.

1. Wear shoes and correct fitting clothing at all times. Tight or extremely loose clothing may interfere with daily activities. No pajamas, bedroom style plush shoes (slippers), lounge wear, bathing suit tops, or sleep wear.
2. Please refrain from wearing: cleats (steel or rubber), heelys (shoes with wheels), halter tops, crop tops, see-through tops, midriff tops, or tops with excessively large armholes or low-cut neck holes.
3. Do not wear clothing or have in their possession anything, which advertises tobacco or alcoholic beverages or suggestive and/or profane language.
4. Please refrain from wearing sunglasses indoors.
5. Students must wear pants, shorts, and skirts high enough around the waist so that neither skin nor any undergarment will show.
6. Girls should not wear high-heel shoes except for special occasions such as a program at the school. High heels deter students from participating in recess, physical education, and normal day-to-day activities which require movement.
7. Hemlines, including shorts and skirts, must be at least mid-thigh.
8. Jeans or pants with holes above the knees must have sufficient clothing underneath.
9. Refrain from wearing dog collars, chains with locks, or bracelets with spikes. No costumes or costume accessories are to be worn unless special dress days are celebrated, ex. School Spirit days.
10. No hats or hoodies are allowed to be worn in the building except on designated days (hat day, field day, dress-up days, etc.)

PHYSICAL EDUCATION DRESS

It is suggested that students wear safe, comfortable, school-appropriate clothes and shoes every day in physical education. Please be advised that valuables should not be taken to P.E and MES is not responsible for those items/valuables.

DISCIPLINE CODE OF CONDUCT

This code applies to ALL school activities.

Rule 1. Assault on School Employee

A student shall not cause or attempt to cause physical injury or behave in such a way that could reasonably cause physical injury to a school employee or make physical or verbal contact of a threatening or provoking nature with a school employee. This includes, but is not limited to, use of profanity; ethnic/racial, sexual, religious slurs; or harassment:

a) On the school grounds at any time;
b) Off the school grounds at a school activity, function, or event;
c) When either the alleged perpetrator or the alleged victim is in route to or from a school activity; or
d) Off school grounds when the misconduct by the alleged perpetrator is on account of the school employee's performance of his/her official duties.

Penalty may include, but is not limited to, full restitution, in-school suspension, out-of-school suspension, or a student disciplinary panel hearing. Depending upon the severity of the offense, safety and security or police may be contacted. Prosecution will be at the discretion of the owner of the private property and/or administration.

Action to be taken:

Verbal Offense:
1st Offense: Two (2) days OSS and parent contact
2nd Offense: Five (5) days OSS and parent conference
3rd Offense: Ten (10) days OSS and referral to a discipline tribunal

Physical Offense
1st Offense: Ten (10) days OSS and referral to a discipline tribunal

Depending on the severity of the offense and the discretion of the administrator the SRO may be contacted.

Rule 2. Assault on another student by a student [O.C.G.A. § 20-2-751.5]

A student shall not commit an assault against another student. Assault includes attempting to cause physical injury to another student, threatening physical harm while appearing capable of carrying out the threat, or engaging in conduct that causes another student to reasonably fear immediate physical injury.

This rule applies on school property, at school-sponsored activities, on school buses, and at bus stops when permitted by law.

Physical Offense
1st Offense: Ten (10) days OSS and referral to a discipline tribunal

Depending on the severity of the offense and the discretion of the administrator the SRO may be contacted.

Rule 3.Cellphones / Smart Watches / Technology

In accordance with Georgia law,"Distraction-Free Education Act" (O.C.G.A. § 20-2-324.8) and Long County School System policy, students in elementary school are prohibited from using personal electronic devices during the instructional day. Personal electronic devices include, but are not limited to, cell phones, smart watches, wireless earbuds, tablets, and gaming devices. Devices should remain off and stored in the students' backpack unless authorized by school administration for medical purposes.

Any student found with these devices will be disciplined according to the rules in the Discipline Code listed in the agenda.

Action to be taken:

1st Offense: Phone will be confiscated and returned to the student at the end of the day. Parent contact made by the supervising adult.

2nd Offense: One (1) day ISS, cell phone/electronic device confiscated and secured by administration in the front office, and the parent may pick up the device.

All subsequent offenses: Three (3) days ISS, cell phone/electronic device confiscated, and turned in to the front office. The electronic device must be picked up by the parent.

McClelland Elementary will not assume any liability for lost or stolen cell phones or other electronic devices. NO searches will be conducted for cell phones or electronic devices that are reported lost or stolen.

Rule 4. Cheating

Any substantiated cases of cheating or helping another cheat will result in the student(s) receiving a zero on the test or assignment. Parents will be notified by the teacher of this occurrence.

Rule 5. Damage or Destruction of School Property/Private Property (Vandalism)

A student shall not cause or attempt to cause damage to school property. A student shall not steal or attempt to steal school property.
A student shall not possess, sell, use or transmit stolen school property.

Penalty may include, but is not limited to, full restitution, in-school suspension, out-of-school suspension, or a student disciplinary panel hearing. Depending upon the severity of the offense, safety and security or police may be contacted. Prosecution will be at the discretion of the owner of the private property and/or administration.

A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds. A student shall not possess, sell, use, or transmit stolen private property on school grounds.

Further, off school grounds, a student shall not cause or attempt to cause damage to private property belonging to a school employee where such theft or damage is on account of that school employee's performance of his/her official duties.

Action to be taken:
1st Offense: One (1) day of OSS and parent notification
2nd Offense: Three (3) days OSS and parent notification
3rd Offense: Five (5) days OSS and parent notification

Rule 6. Disregard of Directions or Commands

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, school bus drivers, or other authorized school personnel:

a) on the school grounds.
b) on the school grounds when the school is being used by any school group.
c) off the school grounds at a school activity, function, or event; or
d) in route to and from school.

Action to be taken:
Penalty is at the discretion of the school administration and may include, but is not limited to full restitution, in-school suspension, out-of-school suspension, or a student disciplinary panel hearing. Depending upon the severity of the offense, safety and security or police may be contacted. Prosecution will be at the discretion of the owner of the private property and/or administration.

Rule 7. Disruption and Interference with School

No student shall:

(a) Occupy any school building, gymnasium, school grounds, properties or part thereof with intent to deprive others of its use, or where the effect thereof is to deprive others of its use; (b) Block the entrance or exit of any school building or property or corridor or room thereof so as to deprive or attempting to deprive others of access thereto;

(c) Set fire to, attempt to set fire to, or otherwise damage any school building or property; (d) Discharge, display, possess or use any firearms, mace, explosives, tear gas or other weapons on school premises;

(e) Prevent or attempt to prevent the convening or continued functioning of any school, class, activity or lawful meeting or assembly on the school campus, including but not limited to pulling fire alarms;

(f) Prevent or attempt to prevent students from attending a class, school activity or event; (g) Except under the direct instruction of the principal, block or attempt to block normal pedestrian or vehicular traffic on a school campus or adjacent ground;

(h) Continuously or intentionally make noise or act in any other manner so as to interfere with the teacher's ability to conduct his/her class;

(i) In any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, insult, or other conduct, intentionally cause the disruption of any lawful mission, process or function;

(j) Refuse to identify himself/herself upon request of any teacher, principal, superintendent, school bus driver, or other school personnel;
(k) Urge, encourage, or counsel other students to violate any rules of the Student Conduct Behavior Code;
(l) Be on campus or enter the premises of a school without proper authorization of the superintendent, principal, or other school personnel.

Action to be taken:
1st Offense: Student – Administration Conference and ISS for the remainder the class
2nd Offense: One (1) day ISS
3rd Offense: Three (3) days ISS
4th Offense: Five (5) days ISS
Depending upon the severity of the offense, the discipline may be different as it is based on the discretion of the administrator and SRO may be contacted.

Rule 8. Drugs and Alcohol
A student shall not possess, sell, use, transmit, solicit, or be under the influence of any narcotic drug, depressant or stimulant drug including without limitation caffeine pills, hallucinogenic drugs, anabolic steroids, amphetamines, barbiturates, marijuana, anything containing CBD/THC 8, 9, or 10, inhalants, alcoholic beverages, or intoxicants of any kind.
A student shall not possess, sell, or transmit or attempt to sell or transmit any substance under the pretense that it is, in fact, a prohibited substance as described in this rule. The misuse of a prescription drug or nonprescription drug shall be considered a violation of this rule; however, this rule shall not apply to use of a drug as authorized by a medical prescription from a registered physician.

a) Sell, or attempt to sell, transmit, second offenses, and all felony offenses:
Mandatory referral to a student disciplinary panel hearing which may result in long term suspension or expulsion, as well as a mandatory report to police through the superintendent's office.
b) A student shall not possess, sell, use, transmit, or solicit any drug-related paraphernalia which includes but is not limited to, pipes, water pipes, clips, rolling papers or any other items directly related to drug use. Penalty is at the discretion of the administration and can range from parent notification to a student disciplinary panel hearing which may result in long-term suspension or expulsion.
c) A student shall not possess, sell, use, transmit, or solicit tobacco products. Penalty is parent notification and from one to ten-day suspension.

Action to be taken:
Penalty may be at the discretion of the school administration and may include, but is not limited to, full restitution, in-school suspension, out-of- school suspension, or a Student Disciplinary Tribunal hearing. Depending upon the severity of the offense, local law enforcement may be contacted.

Rule 9. False Accusation [O.C.G.A. 20-2-751.5 (a)]
A student shall not falsify, misrepresent, omit, or erroneously report information regarding

instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Such false accusations are prohibited both on and off school grounds and hours.

Action to be taken:
1st Offense: Ten (10) days OSS and referral to a discipline tribunal

A student shall not falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a student.

Rule 10. Fighting and Insubordination

Fighting will not be tolerated. Any student guilty of fighting or provoking a fight will be dealt with accordingly.

Anyone involved in a fight, striking another, enticing another to fight by yelling, gesture, or show of support, or similar disturbance will be removed from the situation and will receive consequences for his/her actions.

The administrators reserve the right to determine who started the fight and the severity of the punishment.

Depending upon the severity of the offense, fighting may bring an immediate ten-day school suspension with referral to the student disciplinary panel hearing.

Action to be taken:
1st Offense: Three (3) days OSS and parent notification and loss of school privileges as determined by the administrator
2nd Offense: Five (5) days OSS and parent notification and loss of school privileges as determined by the administrator
3rd Offense: Ten (10) days OSS pending discipline tribunal

*Use of Electronic Devices to Take Pictures or Record Altercations
The following situations related to using electronic devices to take pictures or record altercations are not allowed and are subject to disciplinary action:

- Using an electronic device to take pictures or record a fight.
- Distributing pictures or recording of a fight.
- Having an electronic device out with the appearance of recording.
- Posting the altercation on social media.

Action to be taken:
1st Offense: One (1) day OSS and parent notification

2nd Offense: Three (3) days OSS and parent notification

3rd Offense: Five (5) days OSS

The following situations related to fighting are not allowed and are subject to disciplinary action:

1. Running to a fight.
2. Interfering with authority trying to break up a fight.
3. Encouraging others to fight, creating a fight situation by carrying messages, and/or anything that is interpreted as causing tension that may lead to a fight.

Action to be taken:

1st Offense: Three (3) days ISS and parent notification

2nd Offense: Five (5) days ISS and parent notification

Verbal Altercations:

Action to be taken:

1st Offense: Three (3) days ISS and parent notification

2nd Offense: Three (3) days OSS and parent notification

3rd Offense: Five (5) days OSS with Parent Conference upon return

A student may face disciplinary action on the day of the fight/verbal altercation or anytime thereafter for recording and/or distributing pictures or videos of a fight/verbal altercation.

Striking a teacher who is attempting to stop a fight will result in a ten-day suspension and immediate referral to a discipline tribunal.

Rule 11. Gang Activity

No student may wear, sign, demonstrate, tag or otherwise make known a gang affiliation or relationship. McClelland Elementary School is committed to remaining gang-free and will not tolerate gang or gang-like activity.

1st Offense: OSS until parent conference
2nd Offense: 5 days OSS
3rd Offense: 10 days OSS and a referral to a disciplinary tribunal hearing

Any gang related fighting will result in a 10-day suspension pending a tribunal hearing.

Rule 12. Horseplay

A student shall not engage in physical play or roughhousing that can cause injury or discomfort to themselves or others. All interactions should be respectful and safe, ensuring everyone feels comfortable and secure. Depending upon the severity of the offense, administration discretion will be used when determining the actions to be taken.

Action to be taken:
1st Offense: Parent contact and written warning
2nd Offense: Two (2) days ISS

3rd Offense: Three (3) days ISS and parent conference
4th Offense: Two (2) days OSS

Rule 13. Indecency

A student shall not perform any act of sexual intercourse, exposure of sexual organs, sexual harassment of a physical or verbal nature, any lewd caress, or indecent fondling/touching of the student's own body or body of another person.

Action to be taken:

The penalty may range from suspension to a referral to a student disciplinary panel hearing.

Rule 14. Other Conduct Which is Subversive to Good Order

A student shall not perform any other act which is subversive to good order and discipline in the school. This includes, but is not limited to, violation of local school rules, violation of state and federal law, providing false information to or about school personnel, agitations that are ethnically or racially inflammatory, loitering or trespassing, or community misconduct that would be so serious as to pose a threat to the school community. This includes items of non-instructional nature such as portable music devices and electronic games. No two students are allowed in the same bathroom stall at the same time.

Action to be taken:
1st Offense: Written Warning
2nd Offense: Two (2) days ISS
3rd Offense: Three (3) days ISS and parent conference
4th Offense: Three (3) days OSS

Rule 15. Out of Area

Any student late back to class, without a pass from an administrator, the front office, nurse, or counselor will be considered skipping. Any student who is not in his/her assigned class at the assigned time will be considered skipping/cutting class. This also applies to the bus ramp area.

The teacher will notify the office immediately if any student leaves class without permission.

Action to be taken:
1st Offense: One (1) days ISS and parent conference
2nd Offense: Three (3) days ISS
3rd Offense: One (1) day OSS

Rule 16. Public Display of Affection (PDA)

Public displays of affection will not be permitted at school or school functions. **No inappropriate touching is allowed.**

Action to be taken:
1st Offense: Warning

2nd Offense: One (1) day ISS and parent contact
3rd Offense: Two (2) days ISS, parent conference, and referral to counselor
4th Offense: OSS Two (2) days

In the event of excessive PDA the penalty is at the discretion of the school administration and may include, but is not limited to in-school suspension, out-of-school suspension, or a Student Disciplinary Panel hearing.

Rule 17. Physical Contact or Verbal Abuse by a student on another student or to any other person not employed by the school

A student shall not cause or attempt to cause bodily injury or to behave in such a way as could reasonably cause bodily injury to any person. A student shall not make threatening, harassing or intimidating remarks, gestures or posturing towards any student which threatens the safety or well-being of that student or has the likelihood of provoking a fight. This includes, but is not limited to fighting, use of profanity, or ethnic, racial, sexual, or religious slurs.

a) On the school grounds at any time;
b) Off the school grounds at a school activity, function, or event;
c) When either the alleged perpetrator or the alleged victim is in route to or from a school activity.

Penalty may include, but is not limited to, full restitution, in-school suspension, out-of-school suspension, or a student disciplinary panel hearing. Depending upon the severity of the offense, safety and security or police may be contacted.

Action to be taken:
Verbal Offense:
1st Offense: Two (2) days OSS and parent contact
2nd Offense: Five (5) days OSS and parent conference
3rd Offense: Ten (10) days OSS and referral to a discipline tribunal

Physical Offense
1st Offense: Ten (10) days OSS and referral to a discipline tribunal

Depending on the severity of the offense and the discretion of the administrator, the SRO may be contacted.

Rule 18. Repeated Violations/Misbehavior

Students who chronically disrupt or repeatedly violate other school rules may be charged with repeated violations of school rules or misbehavior. This rule applies after remediation attempts, including consideration by the Response to Intervention Team, have been utilized.

Action to be taken:
Penalty is out-of-school suspension and student disciplinary panel hearing.

Rule 19. School Bus Safety Guidelines

1. Students will follow directions of the driver at all times.
2. Students will safely wait for, board, and exit the bus only at their assigned bus stops.
3. Students will look for traffic and wait for drivers' signals to cross the road in front of the bus.
4. Students will remain properly seated at all times.
5. Students will keep their head, hands, arms, and legs away from windows and stay confined to their own seat areas.
6. Students will talk quietly. Loud voices and profanity are not allowed. Music may only be played through earbuds or headphones at a reasonable volume that cannot be heard by others.
7. Students will not eat, drink, chew gum, or bring tobacco products on the bus.
8. Students will not bring animals, glass objects, or items too large to hold.
9. Students will help keep their buses clean and in good, safe condition.
10. Weapons of any sort (guns, knives, sharp objects, mace, etc.) are not allowed on the bus.

Students who are transported to and from school by Long County buses are under school jurisdiction from the time they board the bus in the morning until they leave the bus in the afternoon. School bus drivers are responsible for the behavior of the students being transported and have the authority to correct and/or reprimand students as necessary. Bus students are expected to obey the rules and regulations printed in the *RIDE GUIDE*. Students who misbehave on the bus will be referred to the administrative staff and will receive the appropriate punishment for their behavior. Once bus students have arrived on campus, they are not allowed to leave campus for any reason other than a parent checking them out. Should a child need to ride a different bus home, a parent **must** send a signed note to the office with an appropriate phone number where a parent can be reached. Phone calls **will not** be accepted to change buses.

Ride Guide consequences for bus violations*:*
1st Offense: Student-Administration Conference & Notify Parent
2nd Offense: Three (3) day bus suspension - notify parents
3rd Offense: Five (5) days bus suspension - notify parents
4th offense: Ten (10) days bus suspension - notify parents
Subsequent offenses: Referral to principal for denial of riding privileges for the remainder of the school year.

Severe misbehavior will be dealt with on an individual basis. The consequences for bus violations are only a guide. Each offense could result in a shorter or longer suspension and will be at the discretion of each administrator.

<u>Rule 20. Theft</u>

Theft is an offense which will necessitate out-of-school suspension, notification of the parents, and law enforcement depending upon the value of the item(s) stolen.

Action to be taken:
Petty Theft (value of less than $20):
1st Offense: Two (2) days ISS
2nd Offense: Five (5) days ISS
3rd Offense: Two (2) days OSS
4th Offense: Five (5) days OSS

Theft (value greater than $20):
1st Offense: Three (3) days OSS, parent contact, restitution, and law enforcement will be contacted
2nd Offense: Five (5) days OSS, parent contact, restitution, and law enforcement will be contacted
*3rd Offense:*Ten (10) days OSS parent contact, law enforcement will be contacted and referral to a discipline tribunal

Rule 21. Tobacco/Vapes/E-cigs
Tobacco, tobacco products, or any type of E-Cigs or Vapes are not allowed on campus or at any school-sponsored function. This includes **possession, use, and/or transmission (act of passing any substance)** of aforementioned items.

Actions to be taken:
1st Offense Three day OSS and parent contact
2nd Offense Five days OSS and parent contact
3rd Offense Ten days OSS and parent contact and referral to a discipline tribunal

Rule 22. Vape / Vaping
Possession or use of Vaping and vaping products, including e- cigarettes, or similar devices or products, vaping oils, refill cartridges, vape chargers, Juuls, and other vape paraphernalia are not allowed. This prohibition includes any product that contains cannabidiol (CBD), whether hemp or cannabis and regardless of the amount of THC in the product or the extent to which it is legal or illegal under state law, and related paraphernalia)

Action to be taken:
1 Offense: Five (5) days OSS and parent notification
2 Offense: Seven (7) days OSS and parent conference required
3 Offense: Ten (10) days OSS pending discipline tribunal

Vape devices or paraphernalia will not be returned to students; it will be turned over to the SRO.
This includes all school sponsored events.

Rule 23. Weapons, Dangerous Instruments and Explosive/Implosive Devices.

A student shall not possess, handle, transmit, or threaten with any object that can reasonably be considered or converted to and/or used as a weapon such as, but not limited to knives, guns, pellet guns, brass knuckles, firecrackers, cigarette lighters:

a) On the school grounds at any time;

b) Off the school grounds at a school activity, function, or event or;

c) When either the alleged perpetrator or the alleged victim is in route to or from school or to and from a school activity, function or event.

Action to be taken:

Penalty is at the discretion of the school administration and may include, but is not limited to full restitution, out-of-school suspension, or a student disciplinary panel hearing. Police authorities will be notified. Notice of Senate Bill 563 dealing with possession of weapons and possible state penalties is conspicuously displayed at the main entrance to the school.

The Long County Board of Education ("Board") believes that technology and its utilization enhances the quality and delivery of education and is an important part of preparing students for a global economy. The use of school equipment, including computer hardware, software, local and wide area networks, and Internet access are also used to support the vision, mission, and goals of the Long County School District ("District").

Due to the complex nature of these systems and the magnitude of information available via the Internet, policy and regulations regarding acceptable use are warranted in order to serve the educational needs of students.

Acceptable Use

Technology services and resources will be made available to all District schools with the following goals in mind:

- To promote educational excellence for the advancement of teaching and learning by facilitating resource sharing, innovation, and communication among community, state, national, and global learning environments.
- To support research and education by providing access to relevant resources. and opportunities, promoting critical thinking, collaboration, creativity, and communication.
- To stimulate personal growth in information-gathering techniques, to significantly expand each user's knowledge base, and to promote intellectual inquiry and awareness of global diversity through communication and exploration.
- To assist students in developing the intellectual skills needed to discern the validity of media sources.

The District shall implement technology protection measures (i.e., an internet filtering mechanism) to block or filter, to the extent practicable, student and adult Internet access to material that is obscene, pornographic, or harmful to minors and/or includes child pornography, as those terms are defined in Regulation IFBG-R(1) and applicable law. The District administration may record or monitor the Internet activities of staff and students to address inappropriate use of the Internet as provided by law. This applies to any devices on the District's network and any school equipment from any location. Additionally, in the discretion of the Superintendent or his or her designee, such technology protection measures may be configured to preserve bandwidth and/or protect against access to other inappropriate content. The Superintendent or his or her designee may only disable the technology protection measures, to enable access for bona fide research or other lawful purposes for adult use.

No school equipment shall be used for accessing, sending, receiving, viewing, or downloading obscene material, child pornography, or material that is harmful to minors, as those terms are defined in IFBG-R(1) and applicable law.

Any student, District employee, or any person who is not a student or District employee, who intentionally violates Policy IFBG and/or Regulation IFBG-R(1), whether or not such student,

employee, or person was, at the time of such violation, on school property, on a school bus or other school vehicle, at a school related function, or elsewhere, shall be subject to the consequences, including disciplinary measures, as set out in IFBG-R(1).

The Superintendent or his or her designee is authorized and directed to implement regulations or procedures to monitor the Internet activities on school equipment, address complaints regarding possible violations of this Policy and Regulation IFBG-R(1), provide for expedited review and resolution of a claim that the application of this Policy and Regulation IFBG-R(1) is denying a student or District employee access to material that is not within the prohibitions of this Policy and Regulation IFBG-R(1), and educate students about appropriate use of technology and responsible digital citizenship. Such educational programming will specifically address issues related to Internet safety, inappropriate material, cyberbullying and Internet interactions.

The Superintendent or his or her designee is further authorized and directed to establish regulations or guidelines establishing standards for the acceptable use of School District technology resources, including penalties and disciplinary action for violations of those standards.

The Long County School District ("District") provides a full range of digital resources ranging from electronic devices to cloud-based solutions, for students and staff. Use of all digital resources shall support the vision, mission, and goals established by the District. This Regulation sets forth the District's expectations regarding acceptable use of digital resources to provide a safe and secure online environment for the District, staff, and students.

- **Definitions**
    - **Blogs** are websites that contain the writer's or group of writers' own experiences, observations, opinions, etc., and often have images and links to other websites.
    - **Child pornography** means any visual depiction, including any live performance, photograph, film, video, picture, or computer or computer generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, as such term is defined in O.C.G.A. § 16-12-100, when:
        a. The production of the visual depiction involves a minor engaging in sexually explicit conduct;
        b. The visual depiction is of a minor engaging in sexually explicit conduct; or
        c. The visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.
    - The **Cloud** is a virtual location that is accessible through the Internet. Users are able to store and share media as well as use applications in the cloud. Microsoft 365 is an example of a cloud-based platform containing multiple applications.
    - **Cyberbullying** is bullying or harassment that occurs through electronic communication and includes acts that originate on school property, involve the use of school equipment, or occur within a school-sponsored online activity. It is the intentional and/or repeated use of

computers, mobile devices, or other electronic devices to torment, threaten, harass, intimidate, humiliate, or embarrass others.

- **Deepfake** is highly realistic and often convincing manipulated media, such as videos or audio recordings, created using generative artificial intelligence (AI) techniques like deep learning.

- **Digital Citizenship** is being an active member in a society full of technology, knowing what is considered appropriate technology use, and behaving responsibly with electronic resources.

- **Electronic Vandalism** is any malicious attempt to harm or destroy the data of an individual or network.

- **Generative Artificial Intelligence (Gen AI)** refers to networks of computer systems that are capable of generating original content, such as written or visual materials, with minimal human input. Examples of Gen AI content include text, images, music, and videos. Traditionally, Artificial Intelligence (AI) has consumed and analyzed data sets.

- **Hacking** is any attempt to gain unauthorized access to a computer system(s), network, and/or its resources.

- **Hallucination** is a generative AI creation/output that is incorrect or misleading.

- **Harmful to minors** means that quality of description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when:

    - Taken as a whole, it predominantly appeals to the prurient, shameful, or morbid interest of minors;

    - It is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material for minors; and

    - Taken as a whole, it is lacking in serious literary, artistic, political, or scientific value for minors.

- **Identifiable minor** means a person:

    - (i) Who was a minor at the time the visual depiction was created, adapted, or modified; or
      (ii) Whose image as a minor was used in creating, adapting, or modifying the visual depiction; and who is recognizable as an actual person by such person's face, likeness, or other distinguishing physical characteristic or other recognizable physical feature.

- **Illegal activities** include any action that violates federal, state, local law, or Long County Board of Education policy or regulation.

- **Inappropriate material** means material that does not serve an instructional or educational purpose which includes, but is not limited to, material that:

- Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, threatening, or harmful to minors and or includes child pornography;
- Advocates illegal or dangerous acts;
- Causes disruption to the District, its employees, or its students;
- Advocates violence;
- Contains knowingly false, recklessly false, or defamatory information; or
- Contains media created using artificial intelligence (AI) tools to cause a false or negative impact and/or to impersonate others (*e.g.*, name, image, or likeness) for negative intent.

- The **Internet** is a global information system that is logically linked together by a globally unique address space based on the internet protocol or its subsequent extensions; that is able to support unencrypted communications using the transmission control protocol/internet protocol (TCP/IP) suite, its subsequent extensions, or other internet protocol compatible protocols; and that provides, uses, or makes accessible, either publicly or privately, high level services layered on such communications and related infrastructure.
- The **Intranet** is a controlled internal network that serves as a conduit for employee communication, access to resources, and the exchange of information only within the District.
- **Multi-factor authentication (MFA)** is a security measure that requires users to provide multiple forms of verification, beyond just a password, to access an account or application.
- A **Network** consists of devices connected to communicate, access, retrieve, or share information.
- **Obscene material** means material which meets the following requirements:

  a. To the average person, applying contemporary community standards, taken as a whole, the material predominantly appeals or panders to prurient interest in nudity, sex, or excretion;

  b. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value; and

  c. The material depicts or describes in a patently offensive way sexual conduct as follows:

     (i) Acts of sexual intercourse, heterosexual or homosexual, normal or perverted, actual or simulated;

     (ii) Acts of masturbation;

     (iii) Acts involving excretory functions or lewd exhibition of the genitals;

     (iv) Acts of bestiality or the fondling of sex organs of animals; or

     (v) Sexual acts of flagellation, torture, or other violence indicating a sadomasochistic sexual relationship.

- **Podcasts** are audio/video files that can be streamed or downloaded and viewed and/or listened to using an electronic device.

- **School equipment** means any computer or computer networking equipment, technology or technology related device or service, or communication system or service that is operated, owned, leased, and made available to students by a local board of education, local school system, or public school and that is used for transmitting, receiving, accessing, viewing, hearing, downloading, recording, or storing electronic communication.

- **Social media/social networkin**g is participation in online communities for the sharing of interests and information. Social media platforms consist of various Internet services, including blogs, chat rooms, discussion boards, and the creation of personal profiles. Facebook, Instagram, X, and Snapchat, are all examples of social media platforms.

- **Sexting** is the act of sending images or messages of a sexual nature using an electronic device.

- **Technology Protection Measure** means a technology that inspects and analyzes unencrypted internet traffic for malware and that blocks or filters electronic access to obscene materials, child pornography, or material that is harmful to minors.

- **Technology Resources** are local and networked resources provided by the District such as, but not limited to: computers, smartphones, portable handheld devices, electronic reference databases, Internet access, communication/assessment tools, audio and video equipment, distance learning, virtual field trips, and other educational or administrative programs. Most applications are accessible via the Internet in the cloud.

- A **User** is anyone who is authorized to gain access to the District's technology resources and school equipment.

- **Web Tools** are web applications (i.e., blogs, wikis, RSS feeds, and social networking websites) that facilitate participatory information sharing and collaboration on the Internet.

- **Wikis** are websites that allow users to add, delete, or revise content using a web browser.

- **Technology Protection Measures**

The District implements technology protection measures to block or filter, to the extent practicable, student and adult internet access to visual depictions that are defined by this Regulation and applicable law as obscene, pornographic, or harmful to minors, or include child pornography. Unauthorized disabling or circumventing any District internet filtering system is strictly forbidden. If a website that is needed for teaching and learning is filtered, an educator may request that it be unblocked via a service request to Technology Services. Once reviewed for resolution, the educator will be notified. Internet filtering may be minimized for bona fide research or other lawful purposes and only with the approval of Technology Services.

Technology protection measures shall comply with the standards and specifications established by the Georgia Department of Education.

- **User Responsibilities**

Users have an obligation to be responsible participants while using the resources that are available on the Internet and Intranet, and must adhere to all federal, state, and local policies. Illegal activities of any kind are strictly forbidden. The responsibilities include, but are not limited to, the following:

- **Educational/Administrative purposes.** Users will use all technology resources and school equipment for educational or administrative purposes only. Users shall not access inappropriate material on the Internet or use school equipment for personal, commercial, or financial gain (excludes personal professional learning used to enhance teaching and instructional methods).

- **Appropriate Material.** No school equipment shall be used for accessing, sending, receiving, viewing, or downloading obscene material, child pornography, or material that is harmful to minors, as defined in this Regulation.

- **Safety.** Publishing confidential student information without parental permission is prohibited. The student Code of Conduct rules for bullying are also applicable to cyberbullying, and violators are subject to the same disciplinary procedures. If a user encounters inappropriate or confidential information or messages he/she is required to notify a teacher, school administrator, or supervisor immediately.

- **Privacy.** There should be no expectation of privacy when using District technologies or school equipment. The District reserves the right to record, monitor, review, and report all activities including emails or text messages. Unless protected by state or federal laws (such as medical records or student records under the Family Educational Rights and Privacy Act ("FERPA")), activities may be subject to an open records request pursuant to the Georgia Open Records Act. If deemed appropriate, information may be disclosed by the District to the courts, law enforcement, authorized representatives or parents of students, or other third parties without users' consent.

- **Passwords.** User accounts are to be used only by the owner of the account. A user's password is to be protected and never shared. Passwords must be strong, kept confidential, and not shared with anyone else. A strong password is at least 10 characters in length with a mix of lower case (abc . . .) and upper case (ABC . . .) letters, symbols (#*@ . . .) and numerals (123 . . .). Multi-factor authentication (MFA) is required for all staff District user accounts. Accounts and passwords that are provided, opened, or maintained by users in the performance of their work or learning on school equipment are considered property of the District and must be disclosed upon request.

- **Data Security**. Users are responsible for ensuring that sensitive information is used and stored securely. Users must ensure that all sensitive information is kept out of direct sight of others or left where it is easily accessible to others. No employee shall knowingly provide District e-mail addresses to outside parties whose intent is to communicate with District employees, students, or their families for non-District or non-school related purposes. Employees who are uncertain whether particular activities are acceptable should seek further guidance from their immediate supervisor.

- **Data Breach/Security Concern.** Users are expected to access authorized websites and files only. Any suspected security breach must be reported immediately. Students should notify a teacher or administrator of any security concerns. Employees are required to notify their supervisor and contact Technology Services. Any user identified as a security risk may have their access to school equipment restricted.

- **Electronic vandalism.** Users should not knowingly upload or create computer viruses, spyware, malware, or modify another person's files. Hacking, identity theft, falsifying

documents, and releasing confidential information are strictly prohibited and will result in consequences referenced in the student Code of Conduct.

- **Transmitting and receiving inappropriate materials.** Users should not knowingly transmit or receive any materials in violation of federal, state, or local law. This prohibition includes, but is not limited to, improperly used copyrighted material; materials that is threatening, obscene, pornographic, or harmful to minors and/or constitutes child pornography; or material protected by patent.

- **Copyright.** Copyright infringement is prohibited. Users are expected to follow copyright laws and fair use guidelines as specified by Board policy and federal laws. Users are prohibited from illegally downloading or illegally copying from any electronic resource such as music, software, videos, etc.

- **Posting Student Work.** Educators may post student-produced work that does not show personally identifiable information ("PII") internally or externally. Posting of PII requires the consent of a parent/guardian or eligible student. All postings shall be endorsed by a teacher or administrator. Postings shall be monitored, maintained, and removed if appropriate. All work produced using school resources can be used by the District without the express permission from a student or their parent/guardian.

- **Digital Citizenship.** Users should be aware of the benefits, opportunities, and risks of using online digital resources. Users are responsible for advocating and practicing safe and legal use of digital information and communication technologies.

- **Proxies.** Users shall not use anonymous proxies or other techniques to circumvent content filtering. Circumventing technology protection measures is strictly prohibited and is a direct violation of Policy **IFBG**.

- **Technology Expectations for Students**

All students are expected to review and abide by all technology rules and regulations stated in the student Code of Conduct, including the "Technology Do's and Don'ts".

Reminder: All students are expected to adhere to policy **JCDAF: Use of Electronic Devices by Students** which states students are not allowed to use any personal device during the instructional day. Staff are expected to enforce this policy.

- **Technology Expectations for Staff**

All staff are expected to review and follow any technology-related policies, rules, and regulations set forth by the District. Staff should review the District's Employee Handbook annually.

- **Digital Media Resources and Learning Management Systems (LMS)**

The District provides digital media resources and blended learning opportunities through several different platforms for instructional use with students. When using such platforms, the following practices are recommended:

- Have a clear statement of the purpose and clear outcomes for the use of the digital media.

- Use District-vetted and approved digital resources and District provided LMS.

- Students are to follow the District's student Code of Conduct for online participation.

- Teachers are to monitor their class's content and report inappropriate postings or material.

- **Online Platforms**

Staff use of online platforms(blogs, wikis, podcasts, etc.) for educational purposes are an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate to use online.

- **Personal Responsibility**

Users are personally responsible for the content they publish online. Online posts intended for an audience of students or parents must be consistent with and relevant to the curricular activities in the classroom and align with the District's values and professional/ethical standards.

Staff are responsible for monitoring all forms of direct electronic communications, including but not limited to, threaded discussions, chat rooms, email, and communications used for educational purposes that are posted online.

- Students who use online resources and applications are expected to act safely by keeping personal information out of their posts.

- Comments made on school-related platforms should follow this Regulation, the Employee Handbook for staff, and the student Code of Conduct (for students).

- Content that fails to meet established educational objectives or that is in violation of any provision of this Regulation, the Employee Handbook, or student Code of Conduct will be removed.

All District employees who use personal technology and social media shall assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including responsibility for preventing students' viewing or use of inappropriate Internet materials through the District employee's personal technology or social media account. The District expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.

- **School and Teacher Websites**

The District continues to support school websites. These websites may include pages for or links to information about teachers. This information is intended to support families wishing to contact a teacher. Course content and other related curriculum materials should not be placed on a school or teacher web page. Instead, it is expected that teachers utilize district technology tools, such as our LMS, to provide student access to district-supported content.

- **Consequences**

The use of District technology resources is a privilege, not a right. Inappropriate use may result in disciplinary action and/or restriction of that privilege. Use of District school equipment is contingent upon compliance with federal and state laws, District policies and regulations, the Code of Ethics for Educators (for certified employees), the Employee Handbook (for all staff), and the student Code of Conduct (for all students).

Students who intentionally violate Policy IFBG or Regulation IFBG-R(1), whether or not such student was, at the time of such violation, on school property, on a school bus or other school vehicle, at a school related function, or elsewhere, shall be disciplined as set forth in the student Code of Conduct and as otherwise

provided by law.

District employees who intentionally violate Policy IFBG or Regulation IFBG-R(1), whether or not such District employee was, at the time of such violation, on school property, on a school bus or other school vehicle, at a school related function, or elsewhere, shall be disciplined as set forth in the Employee Handbook and/or Code of Ethics for Educators, and as otherwise provided by law.

Any person who is not a student or District employee who violates Policy IFBG or Regulation IFBG-R(1), whether or not such person was, at the time of such violation, on school property, on a school bus or other school vehicle, at a school related function, or elsewhere, may have their rights to access school equipment suspended or terminated, and depending on the circumstances may be subject to further consequences, including but not limited to referral to law enforcement.

- **Complaint Procedures**

Any person who believes a student has violated Policy IFBG or Regulation IFBG-R(1) may report the violation to the student's school administrator. The school administrator will then determine whether a violation occurred and what consequence, if any, is appropriate, as outlined in Section J, above. The school administrator will provide a written response to the complainant within ten (10) school days from receipt of the complaint.

Any person who believes a District employee has violated Policy IFBG or Regulation IFBG-R(1) may report the violation to the Assistant Superintendent of Human Resources. The Assistant Superintendent of Human Resources or designee will then determine whether a violation occurred and what consequence, if any, is appropriate, as outlined in Section J, above. The Assistant Superintendent of Human Resources or designee will provide a written response to the complainant within ten (10) school days from receipt of the complaint.

Any person who believes someone other than a student or District employee has violated Policy IFBG or Regulation IFBG-R(1) may report the violation to the Director of Technology Operations. The Director of Technology Operations or designee will then determine whether a violation occurred and what consequence, if any, is appropriate, as outlined in Section J, above. The Director of Technology Operations or designee will provide a written response to the complaint within ten (10) school days from receipt of the complaint.

- **Expedited Review - Denial of Access**

If a District employee believes that the application of Policy IFBG or Regulation IFBG-R(1) is denying the employee access to material that does not fall within the prohibitions of Policy IFBG or Regulation IFBG-R(1), the District employee may submit a ticket through the IT Helpdesk for review and resolution by Technology Services within one to three business days.

If a student believes that the application of Policy IFBG or Regulation IFBG-R(1) is denying the student access to material that does not fall within the prohibitions of Policy IFBG or Regulation IFBG-R(1), the student should report the request for access to the student's teacher. The student's teacher should then submit a ticket through the IT Helpdesk for review and resolution by Technology Services within one to three business days.

M. Disclaimer

The District makes no warranties of any kind, whether expressed or implied, for the school equipment provided. The District will not be responsible for any damage suffered including, but not limited to, loss of data resulting from delays, service interruption, and/or exposure to offensive or threatening material. Use of any information obtained via the Network, Internet, or Intranet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of any information obtained through its services, Network, Internet, or Intranet.

Nothing in this policy shall be construed to permit any access to materials that can be harmful to minors or that violate any local, state, or federal laws.

Individuals with questions, concerns, or complaints regarding the contents or requirements of this Regulation should contact Technology Services.

Title I is a federally funded program that provides services to schools based on student economic need. School improvement and parent involvement plans are required by all Title I schools and are available at the school or on school websites. All schools in Long County are school-wide Title I schools.

The Georgia Department of Education's Parent Engagement Program ensures that Title I, Part A parental involvement regulations are met with meaningful and strategic actions to build parent capacity as mandated by the Every Student Succeeds Act (ESSA). Schools and districts must ensure that strong strategies are in place to: 1) build capacity to involve parents/stakeholders in an effective partnership with the school; and 2) share and support high student academic achievement.

McClelland Elementary School recommends the following ways to get involved and stay involved with your child's education. MES believes that when parents get involved and stay involved, all students achieve at higher levels. ● **VOLUNTEER AT SCHOOL** - Schools often send home lists of various ways that parents can volunteer. If not, let your child's teachers, principal, or counselor's know your special skills and ask what you can do to help. Proper paperwork will be required to volunteer.

- **SHOW YOUR CHILD THAT YOU CARE** - Have a conversation with your child about school and homework regularly. Ask specific questions that inform you about your child's school day. Know what classes your child is taking, who your child's friends are, and other essential information.
- **KEEP IN TOUCH WITH THE SCHOOL** - Get to know your child's teachers, principal, counselors, and the parent involvement coordinator. Make it a point to stay in contact with them throughout the school year.
- **EXPRESS HIGH EDUCATIONAL EXPECTATIONS** - Encourage your child to take challenging courses and monitor your child's academic performance (homework, grades, and test scores) throughout the year. Emphasize effort and achievement.
- **ATTEND SCHOOL MEETINGS, FUNCTIONS, AND EVENTS** - Make time to attend parent-teacher conferences, parent fairs, curriculum nights, award ceremonies and other school events. Your attendance and support matters to your child.
- **SEEK OUT INFORMATION** - Request a meeting with your child's teacher regarding any aspect of your child's education. If you have other questions, ask the school by calling or sending a note so they can link you with the appropriate person who can respond to your needs.
- **BE AN ACTIVE PART OF DECISION MAKING COMMITTEES** – Participate in parent or school leadership organizations. Ask your school about the Parent Teacher Association, school council, parent advisory committee, or other parent organizations and then join one.
- **MAKE SCHOOL IMPORTANT** - Talk positively about school with your child. Send your child prepared for school each day with pens, pencils, notebooks, and homework completed. Make school a priority by ensuring they are at school every day and arrive on time.
- **BE SEEN AT SCHOOL** - Attend a school activity. Your presence matters and shows the school that you are concerned about your child's education.
- **BE INFORMED AND RESPONSIVE** - Ask, collect, read, and respond, if needed, to all information (school policies, field trip information, student handbook, etc.) sent from your child's school or teacher. If you need to receive information in a language other than English, call or visit the school.
- **VISIT YOUR SCHOOL'S WEBSITE** – Access all kinds of information, including homework assignments, class schedules, lesson plans, test dates, and grades on your student's school Website. If you do not know your school's website, ask your child's teacher or the school.
- **PARTICIPATE IN WORKSHOPS THAT ARE OFFERED**- Look for great opportunities to meet other parents at school through workshops that cover topics such as the state curriculum, graduation requirements, school standards, and other shared parent concerns. If workshops are not offered regularly, help plan one or suggest ideas to your school counselors or parent involvement coordinator.
- **PROVIDE A RICH LEARNING ENVIRONMENT AT HOME** - Make time for meaningful dinner conversations, trips, games, reading time, family sports, and daily routines. Activities like these will contribute to your child's academic achievement at school.
- **DROP IN ON AFTER SCHOOL OR EXTRACURRICULAR ACTIVITIES** - Pick your child up from after-school activities or schedule a visit. It is important to know your child's after school teacher, instructor, or coach.

- **INVITE THE COMMUNITY TO PARTNER WITH THE SCHOOL** - Encourage local businesses, churches, clubs, or civic organizations that you are involved with to volunteer or financially support the school.

Have community partners provide schools and families with information about services and resources they provide that support student learning such as mentoring, tutoring, and service learning activities.

TITLE I, TITLE II & Parent/Guardian Right to Know

Title I Part A is a part of the Every Student Succeeds Act (ESSA). This act provides federal funds through the

Georgia Department of Education to local educational agencies (LEAs) and public schools based on the percentage of low-socioeconomic students. The purpose of the funds is to help ensure that all children meet challenging state academic content and student academic achievement standards. The Title I program offers a variety of services which may include: additional teachers and support staff, extra time for instruction, a variety of supplemental teaching materials/supplies, smaller classes, and additional training for staff.

All schools in Long County follow the guidelines for a School-wide Title I school.
These guidelines include: (1) the identification of the greatest areas of needs; (2) the implementation of school wide reform strategies that will strengthen the core academic program, increase the amount and quality of learning, provide strategies for meeting the needs of underserved populations, and address the needs of all students; (3) instruction by "highly qualified" teachers; (4) professional learning for teachers; and (4) parental involvement strategies. Parents will be informed of the school improvement status of the school as well as the level of achievement of their child in each area of the state assessments. Parents will be notified, in writing, if their child has been assigned, or has been taught for at least four consecutive weeks, by a teacher who does not meet the highly qualified definition. Parents also have the right to be involved in the planning and implementation of the parent involvement program at the school.

In compliance with the requirements of the Every Student Succeeds Act statute, parents have the right to request information about the professional qualifications of their student's teacher(s). The parents or guardians of any student attending a school within the Long County School System may request the following information regarding the professional qualifications of the student's classroom teacher(s) by completing a Teacher/Paraprofessional Qualifications Request Form:
· Whether the teacher has met all qualifications for Georgia certification in the grade level(s) and subject area(s) in which the teacher is providing instruction.
· Whether the teacher is teaching under emergency or other provisional status until such time full qualifications for Georgia certification are met.
· The college major of the teacher in his/her four-year degree program and any graduate degree program(s) he/she might have completed.

The information will be mailed home to the parent within 10 working days of the request form being completed. Parents may also request information about whether or not their child is receiving services by a paraprofessional and, if so, the paraprofessional's qualifications. The Teacher/Paraprofessional Qualifications Request Form is located on the school district's website and is available at the Long County Board of Education. For additional information concerning this process, please contact the school principal.

NOTICE OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

(1) Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, or those who are emancipated, your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent will make arrangements for the access and provide notice of such arrangements.

(2) Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write to the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

(3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): 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 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. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.

The Long County School District hereby gives notice that it is our policy to disclose directory information to the public. The Long County School District has designated the following information as directory information: ·
Student's name, address and telephone number;
· Student's date and place of birth;
· Grade level;
· Student's participation in official school clubs and sports;
· Major field of study;
· Weight and height of student if he/she is a member of an athletic team;
· Dates of attendance at the Long County School System;
· Honors and awards received during the time enrolled in Long County School System
· Most recent previous educational agency or institution attended; and
· Video, audio, or film images or recordings of school events.

You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to your student being photographed, videotaped, or interviewed to the principal of the school where your student is enrolled. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request.

In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters or institutions of higher learning, upon request, with the name, address, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their

prior written consent.

You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 5 days after officially enrolling in school or within 5 days of the date of the release of this notice.

To file a complaint with the United States Department of Education under 20 C.F.R. 99.64 concerning the alleged failures by the Long County School System to comply with the requirements of the Act or the regulations promulgated thereunder, contact:

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

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)
ANNUAL NOTICE TO PARENTS

The following information is to inform you of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. Consent before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education. · Political affiliations or beliefs of the student or student's parent;
· Mental or psychological problems of the student or student's family;
· Sex behavior or attitudes;
· Illegal, antisocial self-incriminating or demeaning behavior;
· Critical appraisals of others with whom respondents have close family relationships; ·
Legally recognized privileged relationships, such as with lawyers, doctors or
· ministers;
· Religious practices, affiliations or beliefs of the student or parents; or
· Income, other than is required by law to determine program eligibility.

2. Receive notice and an opportunity to opt a student out of –
· Any other protected information survey, regardless of funding;
· Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
· Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. Inspect, upon request and before administration or use-
· Protected information surveys of students;
· Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
· Instructional material used as part of the educational curriculum.

When a student reaches the age of 18 or is an emancipated minor under State law, the parent's rights transfer to the student. The district has adopted policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any substantive changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys and will provide an opportunity for the parent to opt his or her child out of participating in a specific activity or survey. For activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The following are specific activities and surveys covered under this requirement:
· Collection, disclosure or use of personal information for marketing, sales or other distribution; · Administration of any protected information survey non-funded by the U.S. Department of Education; and · Any nonemergency, invasive physical examination or screening as described above.

To file a complaint with the U.S. Department of Education concerning alleged failures by the Long County School District to comply with the requirements of PPRA, contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202

FRAUD PREVENTION POLICY

Purpose:

To ensure the reporting of suspicion of fraudulent activity, the Long Board of Education requires employees, clients and providers of confidential channels to report suspicious activities.

Definition:

Fraud: A false representation of a matter of fact, whether by words or by conduct, or by concealment of that which should have been disclosed, that is used for the purpose of misappropriating property and/or monetary funds from district resources or revenues.

The Long County Board of Education thoroughly and expeditiously investigates any reported cases of suspected fraud to determine if disciplinary, financial recovery and/or criminal action should be taken.

Procedures and Responsibilities:

1. Anyone suspecting fraud should report concerns to the Long County School Superintendent or his/her designee at the Long Board of Education at (912) 545-2367.
2. Any employee with Long County Schools (temporary staff, full-time staff and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day. The employee should contact the Superintendent or his/her designee at (912) 545-2367. Employees have the responsibility to report suspected fraud. All reports can be made in confidence.
3. The Long County Board of Education shall conduct investigations of employees, providers, contractors, and vendors.
4. If necessary, an individual reporting suspected fraud will be contacted for additional information.

Periodic communication through meetings and/or distribution of written information should emphasize the responsibilities and channels to report suspected fraud.

Suicide Prevention and Screening

Introduction

The safety and well-being of our students are of utmost importance to the Long County School District. As part of our commitment to fostering a supportive and safe school environment, we implement proactive measures to identify and support students who may be at risk for mental health challenges, including suicidal thoughts and behaviors.

Suicide Prevention Program

To address the serious issue of youth suicide, our district has established a comprehensive Suicide Prevention Program. This program includes:

1. **Education and Awareness:**
    - Training for staff, students, and parents on recognizing the signs of suicidal ideation and understanding how to respond appropriately.
    - Educational materials and resources available through our school counselors.
2. **Screening and Assessment:**
    - Regular screening for signs of emotional distress, including suicidal thoughts, as part of our broader mental health and wellness initiatives.
    - Use of evidence-based screening tools to identify students who may be at risk.
3. **Confidentiality and Sensitivity:**
    - All screenings are conducted with the utmost respect for student privacy and confidentiality.
    - Parents and guardians will be notified if their child is identified as at risk, and appropriate steps will be taken to provide support and resources.
4. **Support Services:**
    - Access to school counselors for students in need.
    - Referrals to external mental health resources and services when necessary.

Parent and Guardian Involvement

We believe that parents and guardians play a crucial role in the well-being of their children. We encourage open communication and partnership with families to ensure the best support for our students. If you have any concerns about your child's mental health, please do not hesitate to reach out to our school counseling office.

Contact Information

For more information about our Suicide Prevention Program, including resources and support services, please contact:

- **School Counselor:** Tia Kittles, (912)545-7910, tkittles@longcountyschools.org
- **School Psychologist:** Lisa Kuhaneck, 912-545-2919, lkuhaneck@longcountyschools.org
- **School Principal:** Kesha Lee, (912)545-7910, klee@longcountyschools.org

Emergency Contact

If you believe your child is in immediate danger, please contact emergency services immediately or the National Suicide Prevention Lifeline at 1-800-273-TALK (8255).

Long County School System

Assessment Security Notice

Teachers, administrators, and parents depend on accurate, valid, reliable, and timely information about student academic performance on high stake tests. The test results are used to improve instruction, identify the strengths and weaknesses of individual students, implement targeted intervention, and to ensure academic success for all students. Testing irregularities, breaches of test security, or improper administration defeats our efforts to improve student achievement. Long County Schools are responsible for ensuring all personnel whose duties involve either testing administration or data collection are trained and adhere to state assessment guidelines. All alleged violations will be reported to the State Dept. of Education, Office of Assessment and Accountability. After this initial report, the Georgia Department of Education will determine if the alleged violation requires further investigation.

Any person who witnesses or believes a violation occurred either by school personnel or students should report the alleged violation. If you have any questions concerning test security, please contact the principals at each school. You can also contact Dr. Patricia Krumnow, Director of Testing, or Mr. Heath Crane, Superintendent.

Mrs. Nicole Strickland-Principal
nstrickland@longcountyschools.org
Long County Primary School
(912)545-7997

Mr. Jamie Horne-Principal
jhorne@longcountyschools.org
Long County Middle School
(912)545-2069

Dr. Melanie Spradley-Principal
mspradley@longcountyschools.org
Smiley Elementary School
(912)545-2147

Mr. Brian Thomas-Principal
bthomas@longcountyschools.org
Long County High School
(912)545-2135

Ms. Kesha Lee-Principal
klee@longcountyschools.org
McClelland Elementary School
(912)545-7910

Mrs. Beverly Hill-Principal
bhill@longcountyschools.org
Walker Pre-K/Alternative School

Dr. Patricia Krumnow- Director of Testing, pkrumnow@longcountyschools.org
(912)545-2367

Mr. Heath Crane- School Superintendent, hcrane@longcountyschools.org
(912)545-2367