2026-2027

Miller County Elementary School

Home of the Little Pirates

"One Team, One Purpose: Growing Great Minds Together!"

Parent-Student Handbook

996 Phillipsburg Road ~Colquitt, GA 39837
School phone – 758-4140 ~ School fax – 758-3244

Accredited by:
Cognia

The faculty, staff, and administrators at Miller County Elementary School welcome students and families to the 2026-2027 school year! We are dedicated to providing the best possible education for our students. For this to be possible, it will require effort and cooperation from students, parents, teachers, support staff, and administration. We encourage families to take an active part in their child's education by helping with homework nightly and encouraging them to have a positive attitude about learning. We hope you will attend parent functions planned during the year and request conferences with your child's teachers any time you have a concern. We look forward to an exciting and rewarding school year!

Mission Statement: The mission of the Miller County School System is to pursue excellence for all students in academic knowledge, skills and behavior in order to equip them for their future success.

Vision Statement: Miller County Pirates uphold the highest ethical Standards and moral values and believe they can achieve excellence in their school community.

Principal – Ms. Temika Brown. **Assistant Principal Ms. Mandy Roland**

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Miller County Elementary School 2026-2027 Faculty & Staff

Position	Name Last, First
Principal	Brown, Temika
Assistant Principal	Roland, Mandy
Counselor	Williams, Lori
Instructional Coach	Myrick, Sherita
Pre-K Site Director	Roland, Mandy
Pre K Teacher	King, Jacki
Pre K Teacher	Smith, Kristy
Kindergarten Teacher	Smith, Kaitlyn
Kindergarten Teacher	Grant, Janell
Kindergarten Teacher	Grimes, Ayla
1st Grade Teacher	Davis, Haley
1st Grade Teacher	Spooner, Anna Belle
1st Grade Teacher	Horne, Kayla
2nd Grade Teacher	Earnest, Kem
2nd Grade Teacher	Brunson, Michelle
2nd Grade Teacher	Smith, Glenda
3rd Grade Teacher	Durden, Dana
3rd Grade Teacher	Griffin, Mandy
3rd Grade Teacher	Johnson, Terri
4th Grade Teacher	Miller, Letiana
4th Grade Teacher	Lambert, Lanie
4th Grade Teacher	Buggs, Patricia
5th Grade Teacher	Parker, Adrian
5th Grade Teacher	Moates, Kaley
5th Grade Teacher	Sexton, Jessica
Music	Brown, Bailey
PE	Middleton, Misti
Enrichment	Long, Amanda
Art	Lynn Cooper
Assistant Teacher	Cox, Jada
Assistant Teacher	Warren, Delena
Assistant Teacher	Gibson, Heather
Assistant Teacher	Johnson, Tiffany
Assistant Teacher	Drake, Whitney
Assistant Teacher	Enfinger, Gracie
Assistant Teacher	Williams, Whitney
Ex. Ed. Teacher	Givens, Andrea
Ex. Ed. Teacher	Grimsley, Melissa
Ex. Ed. Teacher	Burchfield, Mimi
Ex. Ed Assistant Teacher	Cook, Joyce
Ex. Ed Assistant Teacher	Franklin, Patti
Ex. Ed Assistant Teacher	Horne, Katie
Interventionist	Godfrey, Kristin
Interventionist	Brown, April
Media Specialist	Cook, Joni
Media Center Assistant	Everson, Joanna
Nurse	Siefker, Michelle
Nurse Assistant	Tomms, Erika

Position	Name Last, First
Secretary	Edwards, Pam
Registrar	Cunningham, Terri
Superintendent	Keown, Michael
Federal Programs Director	Green, Robert
Curriculum Director	Cratic, LaTonya
Executive Director of Operations	Roland, Cleve
Human Resources	Richardson, Kent
Exceptional Education Director	Houston, Kristan
Speech Therapist (RESA)	TBD
School Psychologist (RESA)	Ward, Christy
Social Worker	Hamilton, Amber
School Resource Officer	Green,Quanesia
Lunchroom Manager	Haverty, Diana
Transportation Director	Cunningham, Michael
Custodian	Baker, Shirley
Custodian	Callaway, John
Custodian	Jones, Charles
Maintenance	Durden, Justin

If you need to speak to an administrator, please contact Ms. Pam Edwards at 229-758-4140. You may also email Ms. Temika Brown at **tbrown@miller.k12.ga.us** or Ms. Mandy Roland at mroland@miller.k12.ga.us Both administrators enjoy being out and about in classrooms observing the teaching and learning that is taking place, but they will return your call or email as soon as possible.

Miller County School System

2026-2027 Calendar

Calendar Legend:

- System Closed
- Begin/End Grading Periods
- Teacher Planning/Professional Learning Days
- Teacher Flex Day*

*Staff can work 8 flexible hours throughout the school year as determined by the principal

Pre-Planning - July 27 - 31

First Day of School - August 3

Labor Day - September 7

Fall Break - October 5 - 9

Teacher Planning/Professional Learning - October 12

Thanksgiving Break - November 23 - 27

Christmas Break - December 21 - January 1

Teacher Planning/Professional Learning - January 4

Martin Luther King, Jr. Holiday - January 18

President's Day Holiday - February 15

Teacher Planning/Professional Learning - March 8

Spring Break - April 5 - 9

Post-Planning - May 20 - 21

Graduation - May 21

Teacher Flex Days - May 24 - 26

Memorial Day Holiday - May 31

EARLY RELEASE DAYS

December 18, 2026

May 19, 2027

JULY

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Semester 1 = 88 Days

JANUARY

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JUNE

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Semester 2 = 89 Days

Student Hours:

7:35 **–** Doors open for student arrival. Students report to their classroom.
7:35 - Students will have breakfast in the classroom.
7:55 **–** Pledge/ Moment of Silence/Announcements
8:00 - **Tardy Bell Rings. "Students are late at 8:00."**
8:00 - Instruction begins- 2:50 **–** Students Released

ABC's of Success in School

A is for Attendance. Students are expected to attend school. Students are to arrive for school on time.
B is for Behavior. Students are expected to behave appropriately at all times. This includes following all rules, policies, and expectations set forth by the faculty and staff of Miller County Elementary School.
C is for Class work. Students are here to learn and to work. All class work (and homework) is to be completed as expected by your teachers.

ARRIVAL AT SCHOOL

MCES doors open each day at 7:35. **Students should not be unloaded by car or by bus before that time.** At 7:35, students will report to their homeroom classes where they will eat breakfast. Announcements will be made at 7:55, and the tardy bell will ring at 8:00. Class will begin promptly at 8:00.

Tardy to School

Any student arriving at school following the ringing bell, chime, or other audible signal established by the Principal to indicate the start of the school day. Any student who is on school property but is not in his or her assigned classroom or other authorized area following the bell, chime, or other audible signal will be considered tardy to school. Repeated or habitual unexcused tardiness is an undesirable personal habit and is also disruptive of the orderly instructional process; therefore, teachers, principal, or principal's designee will take corrective action.

CHANGING THE WAY STUDENTS GO HOME

Students feel safe and confident when they go home the same way every day. If it should become **NECESSARY** to change the way your child goes home or for your child to ride a different bus, then you **MUST** send a written note with a parent signature, including instructions on how to go home. (In **EMERGENCY SITUATIONS ONLY-** you may contact Ms Pam Edwards in the front office and send an email to Ms. Pam Edwards at **pedwards@miller.k12.ga.us** prior to 1:30 pm or you may also DOJO your child's teacher **before** 12:00 Noon.

EARLY CHECK OUT

When possible, medical and dental appointments should be made outside school hours. Students are responsible for all missed assignments. A student will be released only to the parent/guardian unless the parent/guardian notifies the secretary that he/she has granted permission for someone else to pick up his/her child.

All students will be checked out at the front office at which time your child will be called to leave. Parents/guardians will sign the student out and will wait for the student in the front lobby. Children **may not** leave through the front doors without adult supervision for the safety purposes. It is not acceptable for a parent to wait outside the classroom door for his/her student. Teachers will not dismiss a student unless they are notified by the front office. **At the school system's discretion, students establishing a pattern of early checkouts may be referred to the Principal.**

LEAVING SCHOOL GROUNDS

Students are required to stay on the school grounds at all times during school hours. Any student that leaves our campus without being signed out and picked up by a parent will be subject to disciplinary action. Law enforcement may be contacted as a necessary step should this occur.

MESSAGES FOR TEACHERS

All messages for teachers should be sent by email, Class DOJO, or through the school secretary. Messages are checked by the teachers at least once a day. Teachers will respond to messages during their planning time or after 3:15. **Parents are asked not to contact teachers about school/student concerns through Facebook or other forms of social media. Please do not leave any bus or car pickup changes on a teacher's email as she may not get those types of messages until the end of day. ALL SUCH CHANGES MUST GO THROUGH THE OFFICE.**

MOMENT OF REFLECTION / PLEDGE OF ALLEGIANCE

Each morning students will participate in a brief period of quiet reflection for not more than 60 seconds as required by Georgia law (O.C.G.A.20-2-1050) followed by the Pledge of Allegiance.

VISITORS

Parents and Guardians are welcome at Miller County Elementary School. **All visitors are required to check in at the office upon entering the school building.** House Bill 161 requires that immediately upon entering the campus, "any person who is not a student at such school, an employee of the school or school system, a school board member, an approved volunteer following the established guidelines of the school or a person who has been invited to or otherwise authorized to be at the school by a principal, teacher, counselor, or other authorized employee of the school shall check-in at the designated location as stated on posted signs and provide a reason for his or her presence at the school immediately upon entering the campus."

Once you have signed in on the visitor's log in the front office, the office staff will issue a visitor's badge. For the safety of our students, we request that visitors wear the badge while they are in the building. This assures us that visitors checked in with our office staff. **In an effort to protect the school's learning environment, infants and small children should not be taken on classroom visits.** Parents and guardians are urged to visit the school for conferences and planned activities. A visitor's guideline form will be available at the time of the scheduled visit.

Note

Visitors entering the school complex should be dressed for an environment conducive to learning. Visitors will not be allowed to enter the building if wearing inappropriate clothing (this includes bedroom clothing and clothing with inappropriate pictures and or words). Visitors should abide by the Student Dress Code.

WITHDRAWAL FROM SCHOOL

A withdrawal form should be filled out in the office **several days before a student withdraws**. This will allow the office time to prepare all forms so your child's records can be sent to the proper place once a request from the new school has been received. Please make sure all textbooks and library books are returned to school before your child withdraws as this process cannot be completed until all books and charges are cleared. All records will be forwarded upon notification of enrollment from the new school.

TELEPHONE

Use of the office phones will be restricted to emergency situations. ***Students and parents should plan ahead to avoid phone messages being delivered during the school day.*** Due to time constraints for locating students, messages for students must be made by no later than 1:45 p.m. each day. Messages called in after 1:45 p.m. cannot be delivered unless it is an emergency.

OUT OF COUNTY STUDENTS

It is the policy of the Miller County Board of Education to accept out of county students if they meet the established criteria. There are academic and **behavior standards students must meet and maintain while they attend Miller County Schools. Any out-of-county students who fail to pass 4 of the 6 classes in high school, fail 2 or more classes in elementary school, or qualify to be retained while attending the Miller County School System will be withdrawn immediately and asked to return to the school that serves their county. Students who are referred to the office more than 6 times or receive 2 major referrals in a year will be asked to return to the school that serves their county. Students will be withdrawn immediately and required to return to their service area school for fighting, possessing weapons or dangerous instruments, assaulting a school employee, possessing drugs or alcohol, awaiting tribunal, or causing disruptions in the daily flow of school.** Due to attendance problems, students who reach 10 excused or unexcused absences during the full year or accumulate **7 tardies** to school in a semester will be withdrawn. **Students will be placed on a probation period after five excused/unexcused absences, or five tardies in a semester and parents must attend a meeting with the Principal or Principal's designee.** The principal has the authority to require the student to return to their service area school at any time they become a discipline problem. No out of county students will be accepted if problems with discipline, attendance, or any other good and sufficient reasons. The following guidelines will be followed:

1. This does not apply to students who are currently enrolled as long as they are continuous in their enrollment. If there is a break in enrollment, then they will be treated as a first time enrollee.
2. This does apply to siblings that are to be enrolled for the first time.
3. This does not apply to the children of employees.
4. This does not apply to children living with a relative or guardian in Miller County

TOYS AT SCHOOL

In order to prevent distractions during the instructional day, it is necessary for students to leave all objects that interfere with instruction (i.e. toys, games, baseball cards, magazines, etc.) at home unless a teacher requests that a student bring a specific item for a specific occasion. Parents will be notified when these special occasions may occur.

STUDENT IMAGES on SOCIAL MEDIA and WEBSITE

The district reserves the right to publish images of students related to school activities on the district & school website, in newsletters, facebook@millercountyschools, MCES Facebook page, on Class Dojo, or other applicable media. Images are pre-approved by the Principal or media webmaster prior to publication. Parents and guardians reserve the right to opt-out of having their student's image released for publication by contacting the school and completing an opt-out form.

Electronic/Communication Device

In accordance with the Georgia Distraction-Free Education Act and guidance from the Georgia Department of Education, Miller County Elementary School is committed to maintaining a focused, safe, and distraction-free learning environment. Personal electronic devices can interfere with instruction, student engagement, and school safety. Therefore, the following procedures apply to all students.

Personal electronic devices include, but are not limited to:

- Cell phones
- Smartwatches
- Smart glasses
- Tablets
- Earbuds
- Headphones
- AirPods
- Bluetooth speakers
- Any internet-enabled or communication device

All Students (Grades preK–12)

"Bell to Bell" Distraction Free Education Act

In compliance with Georgia law, students in grades preK–12 are prohibited from accessing or using personal electronic devices during the instructional day from the first bell until dismissal (7:35 AM – 3:00 PM).

A. Devices must remain powered off and stored in the bookbag throughout the school day.
B. Students may not access devices during class changes, lunch, restroom breaks, or any other time during the school day.

As a reminder, students may not:

A. Use devices during instructional time
B. Use devices during class changes or in hallways
C. Record, photograph, or video individuals without permission
D. Use devices in a manner that disrupts the learning environment

Violations:
1st Offense – Device is turned in to the teacher; student may retrieve it from the teacher at the end of the day.
2nd Offense – Device is turned in to administration; student may retrieve it from the front office at the end of the day.
3rd Offense – Device is turned in to administration; a parent/guardian must pick it up.
4th Offense and Beyond – Device is turned in to administration; student receives 1 day of ISS. A parent/guardian must pick up the device. Additional violations will be treated as major offenses and may result in more serious disciplinary action.

Refusal to Comply:

Failure to turn over a device when requested by a staff member or administrator will be treated as a disciplinary offense. Consequences will be assigned based on the school's discipline plan and may include in-school suspension (ISS), out-of-school suspension (OSS), or other appropriate actions. Continued refusal or defiance may result in more serious consequences, including a disciplinary hearing.

Other Notes:

1. The school is not responsible for lost, damaged, or stolen personal devices.
2. Instructional time will not be interrupted to search for personal items.

SNACK STORE

MCES will again have the Pirate's Pantry. We will have various snacks that may be purchased.

PETS

For the safety of our students and faculty, no pets are allowed on campus or in the building.

PERSONAL PROPERTY

Clearly mark any personal property (book bags, purses, coats, etc.) so that lost items can be returned.

Birthdays and Home Baked Goods

If you would like to provide a treat for your child's class in celebration of their birthday, please coordinate in advance with your child's teacher. All treats must be dropped off at the front office no later than 12:00 PM. Please note the following guidelines:

- All treats must be store-bought and clearly labeled with ingredients.
- Homemade items are not permitted for distribution to students under any circumstances.
- Due to allergy concerns, items containing nuts are strictly prohibited.
- Goodie bags are not allowed.
- Birthday party invitations may not be distributed at school.

Thank you for your cooperation in ensuring a safe and inclusive environment for all students.

LUNCH AND BREAKFAST

To encourage good nutrition, breakfast and lunch are offered daily. ALL STUDENTS AT MCES WILL RECEIVE FREE BREAKFAST and LUNCH MEALS. The food service program is a self-sufficient program that will operate from CEP, (Community Eligibility Provision) monies. Funds are received through payments for meals and reimbursements from this federal program. Thus, MCES students will not complete free and reduced lunch forms. Breakfast is available daily **between 7:35 to 8:00 a.m.** Students eating breakfast should arrive between 7:35 and 7:50**. Students arriving later than 8:00 will not be offered breakfast except when arriving on a late bus**. Monthly menus are sent home each month and posted on our Website. **Please note that sodas (canned or bottled) are not allowed in the lunchroom for lunch. Food from outside of the lunchroom cannot be brought into the lunchroom unless it is in a lunchbox or brown paper bag.**

Each year a signed note from a medical doctor indicating any food allergies is required. Please turn into the school nurse, Ms. Michelle, so that appropriate substitutions can be made.

LUNCHROOM CONDUCT

Good table manners are a MUST and students are expected to demonstrate acceptable behavior during meals. This includes being respectful to adults in the lunchroom.
Please discuss the lunchroom rules listed below with your child. **Loud talking**, **throwing food, passing food, running, hitting, pushing, and playful behavior will not be tolerated.**

COUNSELING SERVICES

The purpose of the guidance program at Miller County Elementary School is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. The counselor welcomes the opportunity to meet with students to help resolve their problems and concerns. Students may be referred to the counselor in any of the following ways.

Self-referral – any student who wishes to meet with the counselor to discuss a social, academic, or other concern may do so by placing a request in the counselor's box or by having a teacher/staff member send an email on the student's behavior to request a meeting. The student may write a note to the counselor, or the student may come by the counselor's office to make an appointment.

- Teacher referral - a teacher may refer a student for counseling by placing a "Referral for Counseling/ Evaluation" in the counselor's box, send an email stating the problem/concern or request for counseling, or the teacher may meet with the counselor to discuss a problem which he/she has encountered with the student in order to make a referral.
- Parent referral - a parent may request that the counselor meet with his/her child to help with a concern. The parent may email or call the counselor to request this service.

The counselor works with students on an individual basis, in small groups with students who have a common concern or need, and in classroom guidance activities, which have been developed to meet assessed needs.

CLINIC SERVICES AND MEDICATIONS

Children who become ill at school will be cared for by the school nurse. Simple first aid procedures will be administered when warranted. Emergencies will be handled appropriately, and parents will be promptly notified. No internal medicines such as Pepto-Bismol or Tylenol shall be given without prior parent approval. Authorization to administer Pepto-Bismol or Tylenol shall be given to school personnel by signing the appropriate authorization notice sent home at the beginning of the year. **Children with a temperature of 100 degrees or higher will need to be picked up immediately. Children with contagious conditions may not return to school without medical certification from a doctor or the health department.**

MEDICATION

If it is necessary for a student to take any form of medication at school, such as over the counter medication, a signed Authorization Health form from the parent or legal guardian is required before medicine will be given. This form is provided at the beginning of school, to be signed, returned and kept on file.

If it is necessary for a student to take any long term daily medication, an authorization form must be filled out and kept on file. This form may be obtained from the school nurse. All medicine should be in the original prescription bottle, with name of patient, name of physician prescribing and the name of the pharmacy filling such prescription. (Code JGCD) The nurse has the right to refuse to give any medication that is questionable or expired. We encourage you to give medication at home whenever possible. When sending temporary medication, please send only what needs to be given during school hours (example: five days of antibiotics, send five pills in the original prescription bottle.) **Any medication must be brought to school by a parent or legal guardian and an authorization form must be filled out and signed.** Any unused medicine must be picked up at the end of the school year or it will be discarded.

Asthma Medication: SB 472 authorizes a student's self-administration at school of asthma medication, thus relieving the school district and its employees of any liability in connection with

self-administration. In order for a student to keep an asthma inhaler in his/her possession, the following must occur: (1) Written permission from a parent or legal guardian; (2) written physician's statement detailing the name and purpose of the medication, prescribed dosage, and time(s) or special circumstances for administration of the medication; and (3) written authorization from the parent/legal guardian for the school to seek emergency medical treatment for the student when necessary and appropriate. The parents must notify the school nurse if their child will have an asthma inhaler or an epi pen at school.

BOARD POLICY: Description Code: JGCD Medication

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of each school. All medications must be taken by the student, parent or guardian to the school office (nurse's office) immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine (epi pens) for allergic reactions and medical needs for diabetes. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. Parents are encouraged to provide the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.
Nurses or other school employees are authorized to administer an epi pen, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer an epi pen to a student in such circumstances shall be immune from civil liability.

COMMUNICABLE DISEASES

Students that enter school with any contagious disease or illness will be sent home.
If a child is sent home for head lice, they must have an actual clearance from the Health Department or doctor before returning.

HEAD LICE PROCEDURE

In an effort to keep students free of lice infestation, and to prevent outbreaks of head lice, Miller County School System follows the recommendations of the CDC. If any student is found to have head lice or lice nits (eggs) his/her parents/guardians will be contacted. Parents/guardians will be informed of lice infestation by a letter that explains the problem, how to detect lice and nits, and steps to take for treatment. The parents/guardians are to treat the head lice in a timely manner, including manual removal of ALL nits. Treatment of head lice usually takes no more than two days. If a child is sent home for head lice on a recurring basis, they must have a clearance from the Health Department or doctor before returning. Students who have been dismissed home due to head lice will not be allowed to ride the school bus. After the third day of absence following each episode of infestation, the school counselor or social worker will contact the parents/guardians.

IMMUNIZATION

The Miller County School System, in accordance with the Georgia Department of Human Resources and Georgia law, requires all students entering a Georgia public school to have a Certificate of Immunization. This form may be secured from the Miller County Health Department or from your private physician's office. The school must have this form on file in order for your child to be officially enrolled in school. Please help comply with Georgia law and protect your child by having this certificate completed before your child enters school. Questions regarding immunization may be directed to the record's clerk. The shot may be secured from the Health Department or your private physician. For additional information, contact the school records clerk at 758-4140.

PROGRAMS FOR HOSPITAL/HOMEBOUND STUDENTS

A student who has a medical diagnosis, non-communicable condition that restricts him/her to home or hospital for ten or more school days or on an intermittent basis may be eligible for hospital/homebound support. Please contact the Principal or the Board of Education office (758-5592) if this service is needed.

ACCIDENTS/ EMERGENCIES/ ILLNESS

Parents are required to provide the school with up-to-date telephone numbers where they can be reached in case of accidents, emergencies or illnesses. Additional numbers of responsible parties are also required as back up. It is the parent's responsibility to notify the school secretary when there is any change in mailing address and/or phone number(s).

PHYSICAL IMPAIRMENTS OR CONDITIONS

Students may have a physical impairment or condition that the school personnel may need to know about. It is the parent's obligation to inform the school in writing, by phone, email or by a conference concerning a student's impairment or condition on the first day of school or immediately after the condition occurs.

ATTENDANCE

ATTENDANCE INFORMATION AND TERMS

Regular school attendance is a law in Georgia. Parents and students must assume responsibility for being punctual and regular in school attendance. It is the position of the Miller County Board of Education that each school day is important, and no student should be absent except for extraordinary reasons. Excessive tardiness and early dismissals interrupt the school day and can negatively impact student learning.

Excused Absences

An excused absence is an absence for which a student provides a documented excuse for the absence; however, when a student does not provide an excuse from the parent/guardian within the time limits required by the school the absences will be treated as an unexcused absence.

Absences from school may be excused for the following reasons:

1. The student is personally ill and attendance at school will endanger his/her health or the health of others.
2. The student's immediate family has a serious illness or death, which would reasonably necessitate absence from school.
3. A special and recognized religious holiday observed by the faith of the student occurs on a school day.
4. A court order or an order by a governmental agency including pre-induction physical examinations for service in the armed forces, mandating absences from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A period not to exceed one day is allowed for registering to vote or voting in a public election.
7. The student has a special medical or dental appointment that cannot be made for after school hours.
8. The student attends a funeral, which is approved at the discretion of the school administration.
9. Visitation with parent/guardian up to five days for parent's/guardian's call to duty or leave from overseas deployment to a combat zone or combat support posting.

The school may request that the parent(s)/guardian(s) provide one or more of the following documents to validate the absence as excused:

----School nurse release
----Doctor's excuse
----Subpoena/Court Order
----Obituary of an immediate family member
----Hospital intake form for an immediate family member
----Government document for pre-induction physical examinations for service in the armed forces

This list is not all inclusive.

When a student is absent from school, an excuse must be submitted to the school upon return to school. In regards to excused absences, a parent/guardian note may serve as documentation for a MAXIMUM OF SEVEN missed days of school. After SEVEN parent notes have been submitted (per school year), all additional absences will be considered unexcused unless accompanied by appropriate documents to validate the absences as excused. Please refer to the list above for

documentation that will be accepted.

Truancy
The Miller County Board of Education defines truancy as "any child subject to compulsory attendance who during any school year is absent 5 or more days without a valid written excuse."

Permission to Leave School
All students are required to remain at school at all times during school hours unless permission to leave is granted by the principal, or designee, upon a bona fide request of the parent(s)/guardian(s), provided the reason for leaving school is in keeping with attendance regulations. Students will not be permitted to leave with anyone other than those on that student's authorized check out list.

Unexcused Absences
All absences that are not validated as excused according to the above conditions will be considered unexcused. Absences due to suspension or expulsion are unexcused.

Excuses for Tardiness/Early Dismissals
Tardiness and early dismissals may be excused for the following reasons.
1. The student is personally ill.
2. The student's immediate family has a serious illness or death, which would reasonably necessitate a tardy or early dismissal.
3. A court order or an order by a governmental agency including pre-induction physical examinations for service in the armed forces.
4. The student has a special medical or dental appointment that cannot be made for after school hours.
5. The student attends a funeral, which is approved at the discretion of the school administration.

Checking In And Out Of School
Students will be strongly discouraged from leaving school for any but the most urgent reasons and should arrive at school and be in class on time.

- Students arriving to school late or checking out early will be coded excused or unexcused in Infinite Campus. It is the student's responsibility to arrange for making up work missed as a result of an absence.

<u>Consequences and Penalties for Excessive Absences</u> **Miller County Schools Attendance Protocol**	
1-3 unexcused absences	School Level Interventions Automated call systems will notify parents/guardians of a student's absences. Teachers/Advisors discuss with parents/guardians about their students' attendance. Monitor attendance.
4-6 unexcused absences	Referral to School Counselor. Attendance letter sent. 5th Block for Attendance Recovery (middle/high school only) Additional interventions.
7-10 unexcused absences	Attendance Meeting held/Attendance contract. Review student's prior attendance data. Attendance Contract agreement. LIPT Referral.
10 or more unexcused Absences	
Excuses	Handwritten excuses must be submitted upon the student returning to school. Each school will only accept 7 parent/guardian handwritten excuses for absences or tardies per school year. If there is a doubt about whether an absence will be excused or unexcused, check in advance with the Counselor or Principal.

On an annual basis, the Miller County School System will provide to the parent, guardian, or other person having control or charge of each student enrolled in school a written summary of possible consequences and penalties for failing to comply with compulsory attendance regulations. By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of each student shall sign a statement indicating receipt of such written notification of possible consequences and penalties. After two (2) reasonable attempts to secure such signatures, the school has fulfilled its responsibility to notify the parent.

In addition, students who are age 10 or older by September 1 shall also sign a statement indicating receipt of written notification regarding possible consequences for non-compliance with compulsory attendance regulations and the Miller County Board of Education policy governing student attendance.

At the Attendance Support Team meeting a contract will be presented in which all parties acknowledge future absences will result in consequences listed above. An attendance support team meeting may be held when a student accumulates 14 tardies or early check-outs as well. Consequences, as described above, would be applicable to these students if tardies and early check-outs continued to be an issue following the attendance support team m

MEDIA CENTER

Reading is essential to education! Students come to the media center to check out books regularly with their classes. Grades 2-5 may check out two books at a time; first grade checks out one book, unless the teacher gives permission for two. Students should read their books in a timely manner to ensure they do well on AR tests. For this reason, we ask that students return books within two weeks. Daily at-home reading time will help students become better readers and ensure they finish their books in that period.

We do not charge late fees for overdue books. However, if a book is damaged or lost, the student will need to pay to replace the book. Students will not be allowed to check out new books until they have paid for the lost or damaged book. Please take care of library books so that others will also be able to enjoy the books.

How to keep books in good condition:

- Turn pages carefully to avoid tearing pages.
- Do not write or draw in books.
- Keep books away from food and drink at all times. Hint – do not put water bottles in backpacks, as water ruins books.
- Keep books away from younger family members and pets.

Treat library books like your friends, and they will stay in good shape for the next reader!

SCHOOL PROPERTY/TEXTBOOKS

Students damaging school property or equipment in any way will be held responsible for the costs incurred to repair or replace the item(s). Student acts of vandalism will result in stern disciplinary action.

Textbooks that are lost, stolen, or damaged must be replaced. Parents are responsible for the replacement/damage costs. Student records, including report cards, will be held until all costs/debts are either paid or the item is returned.

SEARCHES

Searches of students and their belongings on school property will be conducted in accordance with state law and local school board policy.

SNACK FOODS

Each day all students will be given an opportunity to eat a snack brought from home**. Because of limited help in the front office and because instruction time cannot be interrupted to deliver a snack, parents are not to drop off snacks that their child forgot to bring to school. Please have your child bring what he/she needs to school.**

SOCIAL SECURITY NUMBER

According to Georgia Law any student who is admitted to Georgia public school is requested to have an official copy of his/her social security number on file at the school. Parents do have a right to receive a waiver for this request if you do not want your child's SSN on file.

STUDENT DRESS CODE

Dress code for professionals is outlined in the employee handbook. However, personnel are expected to model appropriate dress code for students that reflect a positive learning environment.

MCES upholds that being well-groomed is one of the key factors in creating a positive, significant, and respectful learning environment. Students are expected to dress for success.

Appropriate decisions regarding appropriate school attire must be made before the student arrives on school property or campus. It is advised to send a change of clothing for students in their book bags so phone calls home for change of attire is limited.

If a student is sent to the Principal's office because of a dress code infraction, instructional time is interrupted for the student, the teacher, and the class. Time lost from class if the student is referred is unexcused.

The dress code is in effect while the student is on campus on any day school is in session and during any function that is held on the campuses of Miller County School System. The dress code remains in effect during school programs and events.

1. Shorts may be worn by all students. All shorts, including athletic shorts, must be mid thigh in length.

2. Dresses / skirts must be worn at mid –thigh or below. Shorts should be worn underneath.

3. Sleeveless outer garments may be worn as long as undergarments are not visible. Halter tops, backless blouses, spaghetti straps, T-shirts with sleeves ripped or cut off, muscle shirts may not be worn. Tank tops are to be worn only with a covering.

4. Leggings or jeggings may be worn with a top, dress, or covering that comes to mid-thigh in length.

5. Pants are defined as garments that have pockets, zippers, or buttons and belt loops.

6. Students are prohibited from wearing shirts or tops that expose their midriff. Midriff must be covered at all times including standing and sitting.

7. Females are prohibited from wearing tops, dresses, or shirts that reveal cleavage.

8. All pants and skirts must be worn above the hips. No "sagging" or undergarments showing. No pants or shorts with writing across the seat.

9. Sweatpants, pajama pants, or boxer style pants are not allowed to be worn to school..

10. Clothes may not have holes, tears, rips that expose skin or under garments. Tape on holes is prohibited. Clothes must be worn properly not backwards or inside out. No see

through clothing will be allowed. Holes in jeans are allowed at the knee or below only. Tights may be worn under jeans with holes in other areas.

11. The following headgear is prohibited from the campus of the Miller County School System: wave caps, hoods, doo-rags, bandanas, sweatbands, headbands, headsets, or any other head covering.

12. Earrings: for males-studs are allowed but should be no larger than the lobe with NO hanging embellishments. ALL Students: NO nose hoops, lip, tongue, or eyebrow rings are allowed. Gauges are not allowed. Any other jewelry deemed inappropriate by the administration will not be allowed.

13. Any jewelry or accessory that may be used as a weapon will not be allowed to be worn at school.

14. Clothing that displays words, symbols that advocate or depict violence, racism, drugs, alcohol, tobacco, sex or other illegal activity expressly or implied are prohibited. No student clothing should be disruptive to the smooth operation of the school.

15. Students are required to wear shoes at all times. No bedroom shoes or shoes that have wheels on them will be permitted. (Tennis shoes or athletic shoes should be worn at PE.)

16. Any extreme dress that is deemed inappropriate by the faculty is prohibited.

THE ADMINISTRATION WILL MAKE THE FINAL DETERMINATION OF WHAT IS APPROPRIATE FOR SCHOOL WEAR.

INSTRUCTIONAL PROGRAM

Our school follows the Georgia Standards of Excellence (GSE) guidelines from the State Department of Education (https://www.georgiastandards.org). We offer various special programs and opportunities to help each student experience success in a variety of activities. Our school also offers special programs such as gifted, early intervention program, ESOL, intervention services and special education. Each instructional program provides opportunities for the teacher, the parent, and the child to cooperatively share the responsibility for academic growth.

PHYSICAL EDUCATION

Physical Education (P.E.) is required of all students in Georgia schools unless excused by a written statement from the family physician. The nature of the disability and the duration of the excuse must be stated on the note from the physician. **To prevent any possible accidents, tennis shoes only are required at all times in physical education.**

MUSIC/ART

Each student in grades K-5 is provided a music or art class unless the student is participating in intervention classes as part of their curriculum. Students are expected to exemplify appropriate behavior and good citizenship during music or art class.

MILLER COUNTY GIFTED ELIGIBILITY REQUIREMENTS

	OPTION A	
	Student must have a qualifying score in the mental ability AND achievement categories.	
Mental Ability CoGAT	***Grades K-2***: 99th percentile composite score on a nationally age normed mental ability test ***Grades 3-12***: Greater than or equal to the 96th percentile composite score on a nationally age normed mental ability test **AND**	
Achievement Approved nationally normed achievement assessment	***Grades K-12***: Greater than or equal to 90th percentile Total Reading, Total Math, or Complete Battery on a nationally normed achievement test	
	OPTION B	
Mental Ability CoGAT	***Grades K-12***: Greater than 96th percentile composite on a nationally age normed mental ability tests OR 96th percentile on a component score on a nationally age normed mental ability test OR	
Achievement Approved nationally normed achievement assessment Portfolio/Product	***Grades K-12***: Greater than or equal to 90th percentile Total Reading, Total Math, or Complete Battery on a nationally normed achievement test. **OR** ***Grades K-12***: Superior product/performance with a score greater than or equal to 90 on a scale of 1-100, as evaluated by a panel of three or more qualified evaluators	
Creativity Torrance Portfolio/Product	***Grades K-12***: Greater than 90th percentile on composite score on nationally normed creativity test OR ***Grades K-12***: Rating scales used to qualify student creativity must equate to the 90th percentile OR ***Grades K-12***: Superior product/performance with a score greater than or equal to 90 on a scale of 1-100, as evaluated by a panel of three or more qualified evaluators.	
Motivation Transcript GES IV Portfolio/Product	***Grades 6-12***: Two – year average of a 3.5 GPA on a 4.0 scale in regular core subject of Mathematics, English/Language Arts, SS, Science, Full year of World Languages. OR ***Grades K-12***: Rating scales used to qualify student motivation must equate to the 90th percentile OR ***Grades K-12:*** Superior product/performance with a score greater than or equal to 90 on a scale of 1-100, as	

STUDENT TESTING PROGRAM

Each student in the 3rd, 4th, & 5th grades will be given the Georgia Milestones Assessment (GMAS) in the spring. This test is used to determine strengths and weaknesses of each student and grade level achievement in the mastery of the Georgia Performance Standards.

Students in kindergarten are administered the Georgia Kindergarten Inventory of Developmental Skills 2.0 (GKIDS 2.0) to monitor progress toward mastery of kindergarten skills. This inventory test is ongoing throughout the school year.

These tests are extremely important to the student. Parents are urged to support the student by getting them to bed early, seeing that they have a good breakfast, and encourage a positive start before the test. Students who are tardy will not be allowed to enter a room where testing is already in progress.

GRADING PRACTICES

The following chart outlines the grading practices of Miller County Elementary School. Report cards will be sent home each nine weeks to notify you of your child's current academic growth. The grading system is as follows:

90-100 A 80-89 B 70-79 C Below 70 F

Conduct: E = Excellent S = satisfactory N = Needs Improvement U = Unsatisfactory

A - Honor Roll = Nothing below an A average **A-B - Honor Roll** = Nothing below a B Average

**Students MUST be completing on grade level work to be on the Honor Roll.

Report cards are issued every 9 weeks. An Honors Program will be held at the end of the year in the gym to recognize student accomplishments for the year. A list of Honor Roll students will be sent to the Miller County Liberal each 9-weeks for publication.

REPORT CARDS

Students will receive a report card every nine weeks. **Cards should be signed by parents and returned to school the next school day.** In addition to report cards, progress reports will be sent home at midterm and should be signed by parents and returned to school the next school day.

Parent Portal Contact Information: Parent Portal is an excellent tool for staying up to date with your child's academic progress during the year. If you have not already signed up for a Parent Portal account and would like to do so or if you are having trouble logging in, please contact Carole Tomberlin at (229)758-5592. You may also find information regarding the parent portal on the district web page: www.miller.k12.ga.us. Parent Portal also offers an app for smartphones that allows your child's grades to be at your fingertips.

HOMEWORK REQUIREMENTS

Kindergarten Homework Requirement:

Homework often targets practice in handwriting skills, high frequency word recognition, counting objects, oral reading, reading comprehension, and math addition and subtraction facts. Homework practice will be directly related to the skills being covered in the classroom. Homework may also be **parent resources** that are sent in the form of flashcards, bingo sheets, fluency grids, or games. **However, students are given a "Daily Folder" which contains all necessary sequenced resources that pertain to the curriculum.** . **All written homework will be placed in the "front pocket" of your child's "Daily Folder" and should be completed and returned to school in the same pocket! Kindergarten students will lose a DOJO point when they do not complete and return written homework.**

Homework Requirements 1-5

1. **All homework should be a direct reinforcement or continuation of class work.**
   A. New material should not be introduced as homework.
   B. Adequate instructions to adult supervisors should be given
2. **Homework assignments should be limited.**
   C. Time spent on homework should be appropriate for the grade in school.
   The total amount of homework, for all subjects combined should not exceed one class period in length per night
   D. Friday homework should be limited.
   - An acceptable reason would be to complete class work.
   - Although Monday tests are discouraged, review for a test would be an acceptable reason.
   - Completion of long term projects is also acceptable.

3. **The principal will review the homework policy established by teachers each school year.**

   E. The grade level teachers will write the homework policy for their grade in accordance with the district and local school policy.
   F. The school and grade level policies will be sent home for all parents to sign at the beginning of each school year and with new students upon enrollment.

Make-up Work Policy

It is the expectation of the Miller County Elementary School that all work missed due to any absence will be made-up. If there is a planned absence, students are required to secure makeup work in advance. The responsibility for arranging to complete work missed is assumed by the student and parent/guardian in conjunction with the teacher. Make-up work is to be completed at the time specified by the teacher/ principal. The time limit is not to exceed 10 days. Exceptions will be decided by the parent/ guardian, student, teacher, and principal, with the principal having the final decision.

Grade Level Reading Proficiency Expectations

1st Grade:

- Students are expected to achieve a reading Lexile of at least 419 by the end of the school year.
- Students are expected to read at least 67 words per minute on a grade level text by the end of the school year.

2nd Grade:

- Students are expected to achieve a reading Lexile of at least 519 by the end of the school year.
- Students are expected to read at least 104 words per minute on a grade level text by the end of the school year.

3rd Grade:

- Students are expected to achieve a reading Lexile of at least 739 by the end of the school year.
- Students are expected to read at least 118 words per minute on a grade level text by the end of the school year.

4th Grade:

- Students are expected to achieve a reading Lexile of at least 829 by the end of the school year.
- Students are expected to read at least 133 words per minute on a grade level text by the end of the school year.

5th Grade:

- Students are expected to achieve a reading Lexile of at least 924 by the end of the school year.
- Students are expected to read at least 143 words per minute on a grade level text by the end of the school year.

PROMOTION AND RETENTION OF STUDENTS

PROMOTION AND RETENTION OF STUDENTS IN GRADES K-5: Promotion and Retention Policy – Board Policy Descriptor Code: IHE

Please note the following criteria for Miller County School System students to be eligible promotion:

Requirements for Promotion from Kindergarten to First Grade:

Promotion is based on meeting state requirements on the Georgia Kindergarten Inventory of Developing Skills 2.0 (GKIDS 2.0) and demonstrating successful performance on grade level standards based upon the Miller County Kindergarten Report Card, Progress Learning and Iready.

Requirements for Promotion from First Grade to Second Grade:

Promotion is based on the student having passed ELA (Reading) and Math on grade level in the reading and math programs. End of year Progress Learning and Iready assessment data will also be taken into consideration in regards to promotion determinations.

Requirements for Promotion from Second Grade to Third Grade:

Promotion is based on the student having passed ELA (Reading) and Math on grade level in the reading and math programs. End of year Progress Learning and Iready assessment data will also be taken into consideration in regards to promotion determinations.

In the event that the Georgia Milestones Assessment scores are not returned in time to make a decision regarding grade placement, placement shall be determined by the criterion below.

Requirements for Promotion from Third Grade to Fourth Grade:

Promotion is based on the student having passed ELA(Reading) and Math on grade level and one other academic subject (Science or Social Studies). In addition, the end of year Progress Learning and Iready assessment data and Georgia Milestones ELA and Math assessment data will be taken into consideration in regards to promotion determinations.

Requirements for Promotion from Fourth Grade to Fifth Grade:

Promotion is based on the student having passed ELA and Math on grade level and one other academic subject (Science or Social Studies). In addition, end of year Progress Learning and Iready assessment data and Georgia Milestones ELA and Math assessment data will be taken into consideration in regards to promotion determinations.

Requirements for Promotion from Fifth Grade to Sixth Grade:

Promotion is based on the student having passed ELA and Math on grade level and one other academic subject (Science or Social Studies). In addition, end of year Progress Learning and Iready assessment data and Georgia Milestones ELA and Math assessment data will be taken into consideration in regards to promotion determinations.

CONFERENCES

Parents are encouraged to meet with their child's teacher(s) on a regular basis concerning his/her progress in school. Conferences for teachers may be scheduled by calling the school secretary at 758-4140 or emailing the teacher to make arrangements. Conferences will be held during the teacher's planning period or after school. Conferences with the principal must be scheduled by calling the school secretary or by emailing her directly at tbrown@miller.k12.ga.us.

BEFORE CONFERENCES

- Decide what you want to ask the teacher. Discuss the upcoming conferences with your child to see if there is anything he/she would like you to talk about with the teacher. Discuss the concerns with your spouse. Ideally, both parents should attend the conference. To make certain all concerns are addressed, parents are encouraged to bring personal notes relating to the conference. Try to get the facts about a school situation before reaching an opinion regarding the situation.
- Determine what you can tell the teacher about your child. The teacher sees only one side of your child. There may be things you know about the child that could help the teacher better understand him/her.
- Be on time. Write down the time of your appointment and arrive promptly. The teacher may have other appointments after yours.

*****Note*****

Visitors entering the school complex should be dressed for an environment conducive to learning. Visitors will not be allowed to enter the building if wearing inappropriate clothing (this includes bedroom clothing and clothing with inappropriate pictures and or words).

THE INDIVIDUAL CONFERENCE

The following questions can serve as a guide to areas that you may wish to discuss:

3. What is my child's aptitude for learning?
4. On what level is he/she functioning?
5. Has he/she shown special interests?
6. Does he/she get along well with his/her classmates? Does he/she participate in group activities? Has he/she shown any leadership qualities?
7. Does he/she accept authority?

Be ready to answer questions from the teacher, such as:

1. What is your child's reaction to school?
2. How is his/her emotional health?
3. How does he/she spend his/her time after school? What are his/her hobbies, special interests, and abilities?
4. What are his/her home study habits?
5. What is his/her response to rules and responsibilities at home?
6. What type of discipline works best at home?

AFTER THE CONFERENCE

The most important part of your role in the conference begins now!

1. Discuss the conference with your child. First, point out his/her strengths. Then talk about the areas that need improvement.
2. Start immediately on any action you have decided to take.
3. Feel free to call the school if you wish to check on your child's progress, or if you think another conference is needed.
4. Make certain your child understands that you and the teacher are working together in his/her interest. Negative comments about the school/teacher in the presence of your child may affect the child's motivation and attitude.

WHAT YOU CAN DO TO HELP YOUR CHILD LEARN

1. Set an example for your child that school is important. Get involved by communicating frequently with your child's teacher.
2. Be supportive of your child's teacher.
3. Laugh and talk with your child about school experiences. Also, listen attentively to what he/she says about school experiences.
4. Praise your child each day for something done well at school.
5. Help your child develop good organizational skills at home with school materials.
6. Encourage reading for pleasure at home. Read aloud to your child often.
7. Stress the importance of school attendance. Allow your child to stay home only if he/she is ill.
8. Start each school day right. A calm beginning at home makes the school day much better.
9. See that your child has ample rest at night and a good breakfast before coming to school.
10. Maintain open lines of communication with your child's teacher. Inform the teacher of any family situations that might influence your child's behavior at school.
11. Provide your child with proper school supplies.
12. Reinforce and review skills taught at school by checking over homework assignments.

STUDENT RECORDS

Student records are confidential. Parents may review their child's records at any time upon request. Non-custodial parents, unless parental rights have been terminated by a court of law, can have access to their child's school records.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for the copies.'
2. Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

School officials with legitimate educational interest

- A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles; a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks; A legitimate educational interest means the review of records necessary to fulfill a professional responsibility for the school;

Other schools to which a student is seeking to enroll

Specified officials for audit or evaluation purposes

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information which includes student’s name, address, telephone number, date and place of birth, participation in official school clubs and sports, honors and awards, sports participation (including height and weight of athletes), dates of attendance, photograph, and grade level unless notified by the parents or eligible student that the school is not to disclose the information without consent.

If you do not want MCES to disclose directory information from your child’s education records without your prior written consent, you must notify the school in writing by August 28th, 2026.

FIELD TRIPS

Teachers may take students on walking field trips or bus trips for educational purposes. Written parental permission is required. Students without written permission will remain at the school and participate in normal activities for the day. Parents who are available may be asked to help chaperone with their child’s class, but no other children may attend. Parents that chaperone must have a volunteer / criminal history form on file. **Please see Ms. Pam Edwards in the front office to complete your volunteer/criminal history form.** All field trips will be tied directly to Georgia Performance Standards.

FUNDRAISING PROJECTS

Our school will participate in fundraising projects approved by the BOE during the school term. Money made from these projects will be used to purchase supplemental instructional materials, software, incentives, and supplies.

LOST AND FOUND

Students’ names should be placed on each jacket, purse and book bag for identification. Any clothing left unclaimed at the end of each 9 weeks will be donated to charity.

GRIEVANCE PROCEDURES

Parents have a right to file a grievance complaint if they feel that a process or procedure has not been handled in an appropriate manner. The first step of the process is to contact the teacher or person responsible for the reason of the complaint. The next step is to contact the principal. After discussing the complaint with the teacher, then the principal, parents may take the complaint to the Superintendent, then to the Board of Education. This is the proper chain of command in resolving a complaint at MCES.

CYBER SAFETY

The internet offers a world of opportunities that people of all ages are using. These ways of communicating and socializing can be fulfilling, but they come with certain risks. Miller County Elementary School provides its students with the necessary information to protect their identity and safety on the internet. Teachers will explain appropriate conduct, contact and content for online use.

INTERNET ACCEPTABLE USE-SOCIAL MEDIA

Purpose: To provide additional guidance pursuant to the Internet Acceptable Use Policy and Procedures regarding social media platform access by minors and to promote appropriate use of technology and responsible digital citizenship within the Miller County School System.

Social Media Use By Students:

Students are prohibited from accessing social media platforms through the use of computer equipment, communications services, or internet access that is operated, owned, leased, and made available to students by the Miller County School System.

Students shall be permitted to access social media platforms only:

● As directed by school personnel;
● For the exclusive purpose of accessing and utilizing age-appropriate educational resources;
● Under the supervision of such school personnel; and
● During the course of a school related activity.

While using social media platforms with permission, students will follow all provisions of the Internet Acceptable Use Policy.

School System Responsibilities:

The School System will establish appropriate measures to be taken when a student violates such policy.

The School System will establish procedures for parents/guardians to:

● Request information from school personnel about what social media platforms have been or are intended to be accessed with permission as described above; and
● Prohibit their child(ren) from accessing one or more social media platforms as provided as described above.

The School System will take appropriate steps to implement and enforce the Social Media Policy, which shall include, but not be limited to:

● Use of software programs and other technologies reasonably designed and intended to block and monitor access to social media platforms; and
● Selection of online servers that block and monitor access to social media platforms.

Miller County School System Student Internet ~Acceptable Use Policy~ Terms and Conditions

Instructional Technology Usage and Guidelines

Chromebooks and Electronic Information Resources Violation (Per Year)

All students must follow the **Miller County Board of Education Acceptable Use Policy.** Students who do not adhere to the policy will receive discipline as outlined in the Acceptable Use Policy. **Please be aware that all internet traffic is being monitored and recorded.**

Miller County Schools use instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in a global community. The Miller County School System utilizes MCBOE student accounts, MCBOE devices, and the MCBOE electronic network. Technology discipline offenses will be addressed as outlined in the **Discipline Procedures for Technology Infractions** and the misuse of technology may result in the restricted use of MCBOE and/or personal devices while on school grounds.

Chromebooks are issued by MCBOE to all classrooms and utilized by students during instructional time. Students assume the risk of damage to school issued chrome books if the device is damaged or lost during student use. Depending upon the extent to which the Chromebook is damaged, the repair/replacement cost will vary between $50.00 and $350.00. The school will provide a billing description prior to the Chromebook being repaired/replaced.

The Miller County School System also believes staff and students should have open access to local, national, and international sources of information. The system, by providing access to electronic services via the Internet, recognizes the potential of such services to support curriculum and student learning. The goal of providing this access is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Using the electronic services via the Internet is a privilege, not a right and all students and parents must sign the **Miller County School System Electronic Network Use Rules.**

The documents (in bold) mentioned above must be signed and on file. Failure to submit to the terms and conditions as prescribed by these documents may result in loss of privileges or disciplinary action.

Electronic Network Use Rules

The Miller County School System believes staff and students should have open access to local, national, and international sources of information. The system, by providing access to electronic services via the Internet, recognizes the potential of such services to support curriculum and student learning. The goal of providing this access is to promote educational excellence by facilitating resource sharing, innovation, and communication.

While the Internet offers students and teachers access to a variety of information, the system recognizes misuse and abuse is possible. The system will make every effort to protect students and teachers from these misuses and abuses but it is the responsibility of each user to continuously guard against inappropriate and illegal interaction with the electronic services. The Miller County School System is taking all reasonable steps to ensure the Internet is used only for purposes consistent with the curriculum.

Using the electronic services via the Internet is a privilege, not a right. The privilege may be revoked at any time for unacceptable conduct. Unacceptable conduct includes, but is not limited to the following.

1. Using the Internet for any illegal activity, including violation of copyright or other contracts.
2. Using the Internet for financial or commercial gain.
3. Degrading or disrupting equipment or system performance.
4. Vandalizing the data of other users.
5. Gaining unauthorized access to resources or entities.
6. Invading the privacy of individuals.
7. Using an account owned by another without authorization.
8. Posting personal communications without the author's consent.
9. Posting anonymous messages.
10. Placing of unlawful information on a system.
11. Using abusive or otherwise objectionable language in either public or private messages.
12. Sending of messages that are likely to result in the loss of recipient's work or disrupting systems; or example a computer virus.
13. Sending "Chain Letters" or "Broadcast" messages to lists or individuals, or other types of communication which would cause congestion of the networks.
14. Using the Internet to send/receive messages and images which are inconsistent with the district's curriculum, and conduct guidelines. These include, but are not limited to, racist, sexist, pornographic, dangerous, and obscene messages and images.

The Miller County School System makes no guarantee of any kind, for the Internet service provided to the student. The system will not be responsible for any damages claimed or suffered by any child or parent relating to the use of the Internet. This includes the child's exposure to materials a parent otherwise would have a right of notice and/or consent to, pursuant to state or federal law. Use of any information obtained via the Internet is at the individual's own risk.

The Miller County School System believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages. But ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow.

To that end, the Miller County School System supports and respects each family's right to decide whether or not to apply for Internet access.

School computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties. Individuals using these systems are subject to having all activities on these systems monitored by the system or school personnel. Anyone using these systems expressly consents to such monitoring. Prosecution and/or account termination may occur with warning.

It is possible for all users to the Internet (including your child) to access information intended for adults. Although the Miller County School System has taken all reasonable steps to ensure the Internet connection is used only for the purposes consistent with the curriculum, the district or school cannot prevent the availability—or even begin to identify—inappropriate material elsewhere on the Internet. Computer security cannot be made perfect and it is likely that a determined student can make use of computer resources for inappropriate purposes.
By signing the signature page, you are acknowledging the following: I have read the Electronic Network Use Rules document, understand it, and agree to adhere to the principles and procedures detailed within. We understand and accept the conditions stated above, and agree to hold blameless, and release from liability, the Miller County School System, the sponsoring school, its subcontractors, and employees. I understand that my child is expected to use good judgment and follow the attached Electronic Network Use Rules in making electronic contact with others. Should my child breach the Electronic Network Use Rules, I understand that my child will lose all network privileges on the Miller County School System network and may be subject to discipline up to and including suspension or expulsion.

Discipline Procedures for Technology Infractions

The school administration reserves the right to handle any actions mentioned in this document or any other actions in the misuse of technology in the manner they feel is the most appropriate. Technology discipline offenses may result in the restricted use of MCBOE and/or personal devices while on school grounds.

Infraction Level One

- Unauthorized or inappropriate written/oral communication, use of E-mail, websites, or apps
- Unauthorized use of Internet or computer games
- Cheating
- Unauthorized non-school related activity
- Use of profane, inflammatory or abusive language

- Unauthorized participation in chat rooms/chatting/messaging services

- Illegal installation or transmission of copyrighted materials
- Downloading unauthorized applications
- Loading/storing/creating unauthorized files, images, video, music, apps, data, or programs
- Negligent care of device
- Unauthorized transmission of personal information over the Internet
- Activities that may be disruptive to the school environment
- Activation and/or use of "Personal Hotspot"

Level 1 Consequences may include but not limited to the following:

- Classroom warning
- Possible loss of device access at any time
- Temporary loss of device access
- Parent contact
- Referral to administrator
- In school detention
- In school suspension
- Out of school suspension
- Suspension with recommendation for expulsion and forfeiture of device

Infraction Level 2

- Sharing, using or modifying someone else's username and password
- Negligent care of device resulting in damage
- Changing Software/Hardware Configuration
- Loading/storing/creating unauthorized files, images, video, music, apps, data, programs, or viruses
- Taking pictures, audio, video without subject's or school's permission
- Use of unauthorized anonymous and/or false communications such as, but not limited to Google Chat, MSN Messenger, Yahoo Messenger
- Unauthorized change of program setting or any behavior or activity that damages or disrupts network performance on school devices
- Sending, transmitting, accessing, uploading, downloading, or distributing obscene, offensive, profane, threatening, cyberbullying, pornographic, obscene, or sexually explicit materials intended to harm or demean staff or students
- Deletion, examination, copying, or modifying of files/data/device settings belonging to other users, including staff, students and district
- Spamming- sending mass or inappropriate emails
- Vandalism (minor) such as malicious attempt to harm or destroy Decatur County Schools -owned device
- By-passing the Miller County Schools Web filter through a Web Proxy
- Activities that may be disruptive to the school environment
- Action violating existing board policy

Activation and/or use of "Personal Hotspot

Level 2 Consequences may include but not limited to the following:

- Temporary loss of device access
- Parent contact
- Referral to administrator
- In school detention
- In school suspension
- Out of school suspension
- Possible referral to law enforcement
- Suspension with recommendation for expulsion and forfeiture of device
- Restitution in vandalism instances
- Reimbursement to Miller County Schools for actual loss, damage or repair
- Indemnification- Miller County Schools may be indemnified for any losses, costs, or damages including reasonable attorney fees incurred by the district relating to any breach of the Acceptable Use Policy

Infraction Level 3

- Any activity that voids the device, service agreement, software license or warranty such as, but not limited to jailbreaking or rooting (process of hacking a device to bypass digital rights management software)
- Unauthorized entry to program files/hacking
- Pornography
- Cyberbullying
- Vandalism (major) such as any malicious attempt to harm or destroy Miller County Schools -owned device or Theft
- Sending, transmitting, accessing, uploading, downloading, distributing, or publishing obscene, offensive, profane, threatening, cyberbullying, pornographic, obscene, or sexually explicit materials intended to harm or demean staff or students
- Deleting district system applications and unauthorized changing of device settings
- Use of the school/district's Internet or email accounts for financial gain or personal gain, or any illegal activity
- Activities that may be disruptive to the school environment
- Any use that violates local, state and/or federal laws or regulations
- Activation and/or use of "Personal Hotspot"

Level 3 Consequences may include but not limited to the following:

- Loss of device access
- Parent contact
- Referral to administrator
- In school detention
- In school suspension
- Out of school suspension
- Possible referral to law enforcement

- Suspension and/or recommendation for expulsion and forfeiture of device
- Restitution in vandalism instances
- Reimbursement to Miller County Schools for actual loss, damage or repair
- Indemnification- Miller County Schools may be indemnified for any losses, costs, or damages including reasonable attorney fees incurred by the district relating to any breach of the included Usage and Guideline

*Individual teachers may prohibit students from being in programs that are not related to class activities, including games and Internet sites.

NETIQUETTE

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the Internet are often public in nature. General school rules for behavior and communications apply (See Below). The Internet is provided for students to conduct research and communicate with others related to instructional and academic needs. Access to Internet services will be provided to students who agree to act in a considerate and responsible manner. Students are expected to abide by the generally accepted rules of Internet etiquette. These include (but are not limited to) the following:

1. Be polite. Do not get abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
3. Do not reveal anyone's personal address or phone number.
4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the Internet in such a way that you would disrupt its use by others.
6. All communications and information accessible through the Internet should be assumed to be private property.

Remember, the fact that a user **CAN** perform a particular action does not imply that they **SHOULD** take that action.

NONDISCRIMINATION POLICY STATEMENT

It is the policy of the Miller County Board of Education not to discriminate on the basis of age, sex, race, color, national origin, religion or handicap in its educational programs or employment practices. (BOE Policy CODE GAE.1)

ANTI-DISCRIMINATION NOTICE

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Acts of 1964); sex (Title IX of the Educational Amendments of 1972 and Title II of the Carl D. Perkins Vocational Education Act of 1984); or handicap (Section 504 of the Rehabilitation Act of 1973) in educational programs or activities receiving federal financial assistance.

Employees, students and the general public are hereby notified that the Miller County Board of Education does not discriminate in any educational programs, activities or employment policies.

SCHOOL SAFETY

Miller County School System has a Safety/Emergency Plan and Procedures Guide to address the safety needs of all of our students. This plan addresses tornadoes, fires, hurricanes, and other areas of danger that may be seen on our school campus. Students will go through the safety procedures periodically.

Fire Drills

Scheduled fire drills will be held throughout the school year. The fire alarms will sound, and the following procedures will be followed:

1. Classes will leave the rooms at the command of the teachers. Students will walk in single file to the designated safety area. The last person to leave the room should close the door.
2. Order must be maintained to ensure safety for everyone. Students must remain quiet and orderly in a single line while in the safety zone.
3. Teachers will take a copy of their class rolls and 3 colored cards to the safety zone.
4. The teacher will use the class roll to ensure that every student has safely left the building. Teachers will use the colored cards to indicate if a student is missing. Students unaccounted for will be located by an administrator using a radio.
5. Everyone is to remain quiet and orderly in the safety zone until a signal is given to return inside the building.

Tornado Drills

The Miller County geographic area is sometimes in danger of severe thunderstorms and possible tornadoes. If there is a threat of a tornado, an announcement of “CODE RED” will alert everyone via the intercom system. The following safety measures should be taken:

1. Teachers will have students move to inside wall & assume a crouched position with hands over their heads.
2. Order is very important. Students should remain quiet and attentive to any instructions that may be given.
3. Teachers will take a copy of their class rolls and 3 colored cards with them.
4. The teacher will use the class roll to ensure that every student is accounted for. Teachers will use the colored cards to indicate if a student is missing. Students missing will be located by an administrator using a radio.
5. Everyone is to remain quiet and orderly in position.
6. An announcement will be made when it is safe to return to the classroom.
7. If a school bus is caught in an open area during a threat of a tornado, the driver should assist the students to take cover in a shelter, ditch or ravine.

TRANSPORTATION (car/truck)

Students are not to exit vehicle or enter the building before the 7:30 bell rings.
All Elementary students will be dropped off at the **front entrance only**. There will be faculty members out front to assist your students from the vehicles. For safety reasons, please do not enter the bus loading area to pick up or drop off a student. Do not drop off any elementary student in the back of the school building. **A TARDY STUDENT, ONE WHO IS NOT IN CLASS BY 8:00, WILL NEED THE PARENT TO COME INSIDE WITH THE STUDENT TO SIGN-IN THEIR CHILD**.

Each afternoon Elementary students K, 1st and 2nd grades will be picked up at the front entrance only. Students in the 3rd, 4th and 5th grades will be picked up at the flagpole with Faculty supervision. **Any student who has not been picked up by 3:30 p.m. will be taken to the Sheriff's Office located on West Pine Street.**

Parents are encouraged to communicate with their child any arrangements for the day before the child leaves home. Not knowing where or how to go home can cause distress to some students. All students and their parents should plan ahead each morning so that the student knows where to go each afternoon**. If an unexpected emergency** arises and a parent needs to change transportation for the afternoon, please call the office **before 1:45 pm.** This will give the office staff time to locate the student and get the message to them.

TRANSPORTATION (Bus)
Every effort will be made to ensure that students who ride the bus arrive safely to and from school. Bus conduct rules are posted on each bus; students are expected to cooperate with the driver and observe all rules. Those failing to obey bus rules will be referred to the principal and will be subject to disciplinary action or suspension from the bus. Students must ride their assigned bus. (**In an emergency situation only,** parents may call the school secretary **before 1:30 p.m.** to notify school of the change in transportation.) Please send a written note of changes with student to school with the date, driver's name, location where student will be dropped off, parent's signature and phone number.

BUS SAFETY RULES
School bus transportation is a privilege that may be withdrawn for inappropriate behavior. While on the bus, students must:

1. Observe the same conduct as in the classroom.
2. Be courteous and use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with and respect the driver.
6. Stay seated in the seat.
7. Keep hands and feet to oneself.
8. Do not be destructive.
9. Keep head, hands and feet inside the bus.

***The bus driver is authorized to assign seats**.

CONSEQUENCES OF BUS REFERRALS

When students are reported to the school office because of improper bus behavior, the following steps are taken: Disciplinary action is at the discretion of administration and is based on the severity of the incident.

Fighting – Automatic three (3) day suspension for first offense
Vulgar language – Automatic three (3) day suspension
1st Offense –. Warning/Conference Call/Letter
2nd Offense –. Paddling/one (1) day suspension
3rd Offense – One (1) day suspension
4th Offense – Three (3) day suspension
5th Offense – Five (5) day suspension
6th Offense – Ten (10) day suspension

After the 6th offense, the Miller County Board of Education will determine if the student is allowed to utilize future bus services. In the event a student is taken off the bus, it is the responsibility of the parent to provide transportation to and from school. A student suspended from riding one **bus may not ride any other bus** until the suspension time is over. All students suspended off a bus **MUST** be picked up from school by 3:30.

SAFE STUDENT RIDING INSTRUCTIONS

Welcome to the 2026-2027 school year. We look forward to transporting your child this year. To ensure that your child will have a safe riding experience this year, we ask that you review the safe riding instructions with your child now and periodically during the school year.

Statistics show children riding a school bus are much safer than in their parent's personal vehicle or any other type of transportation on the roadways. The Miller County Board of Education believes the school bus is an extension of the classroom; therefore, the same rules of "Respect to Self" "Respect for Others" and "Respect for Property" will apply in route to the bus stop, departing from the bus stop and while on the bus.

Safe riding begins before your child ever leaves the house or arrives at the designated bus stop. In order to keep your child safe, your child needs to arrive at the bus stop five minutes before the scheduled pick up time, not before. These few minutes allow your child to arrive at the bus stop without the need to hurry. These five minutes will also limit your child's time near roadways and out in a variety of weather conditions for any longer than necessary.

While Waiting For The Bus:
Students should wait away from the roadway at their designated stop. There should be no horse playing, pushing or shoving while coming to the bus stop or while at the bus stop. Students that do not live on the same side of the road as the bus pick up must wait on their side of the road until the bus arrives. If your child has to cross the road, they must wait for the bus to come to a complete stop and then wait for the driver to give instructions for when it is safe for them to cross.

While Loading The Bus At The Designated Stop (same side of road)
Students must wait for the bus to come to a complete stop, wait for the entrance door to open and look to be sure the red stop lights are flashing before ever approaching the bus to load. When more than one student loads at the same stop, they must line up in a single file line just prior to the bus's arrival. There should be no pushing, shoving or horse playing while loading the bus. Students should always use the handrail when stepping up on the bus. Students should get seated in their seat as carefully but as promptly as possible and remain there until they reach their school or destination.

While Loading The Bus At The Designated Stop (opposite side of road)
When a student has to cross the road to board the bus, they must stand on their side of the road. Students must wait for the bus to come to a complete stop, wait for the entrance door to open and look to be sure the red stop lights are flashing before ever approaching the bus load. Students must wait for the driver to give a verbal or physical sign that it is ok to cross the road. Even after all the above, students must quickly look both ways to be sure the road is still clear and all other vehicles have stopped. Students must always cross in front of the bus and should always use the handrail when stepping up on the bus. There should be no pushing, shoving or horse playing while loading the bus. Students should get seated in their seats as carefully but as promptly as possible and remain there until they reach their school or destination.

While On The Bus:
Once students board the bus, the driver is in full charge of the safety of your child. Students must follow the listed “Bus Regulations” found in “Code of Student Conduct” to ensure a safe ride, whether it is from home to school or back home or any school-sponsored trips.

While Unloading The Bus At The School Or Destination
Students should unload the bus in single file from front to back with no pushing, shoving or horse playing while unloading the bus. Students should use the handrail as they depart the bus until both feet are on the ground. Students should check for an approaching bus on the door side before stepping off the bus while unloading. Students should look both ways before crossing the traffic area and should clear this area as quickly and safely as possible. Students should <u>never</u> return to the bus without supervision of an administrator.

While Loading The Bus At The School
Students should wait for buses in a safe area designated by the school. The bus should come to a complete stop and your child must wait for the driver to open the entrance door before approaching the bus. Students should look both ways before leaving the curb and crossing the traffic area to approach the bus. Students must watch for other buses pulling up to the door side while loading the bus. Students should line up in a single file in the order they arrive at the bus and should use the handrail to load. There should be no pushing, shoving or horse playing while coming to, while loading and while getting to their seat. Students should get seated in their seat as carefully but as promptly as possible and remain there until they reach their designated stop.

While Unloading The Bus At The Designated Stop
Students should unload the bus in single file from front to back with no pushing, shoving or horse playing. Students should use the handrail as they depart the bus until both feet are on the ground. Students should exit the bus and clear the roadway and continue to move until they are safely away from the bus. Students who live on the opposite side of the road must cross in front of the bus while the bus is at their stop. When a student must cross the road, he or she should stop at the front of the bus and look both ways before continuing to cross. When all is clear,

students should clear the roadway as quickly as possible. Students should go directly home and never return to the bus for any reason. Please instruct your child to never retrieve an item that is dropped and goes under the bus. Students who have permission from parents to check their mailbox that lives on the same side of the road as their mail box must clear the roadway and wait for the bus to depart and traffic to clear before returning to the roadway to the mailbox. If your child lives on the opposite side of the road of their mailbox, they must cross over to their side of the road while the bus is at their stop. If your child has permission from you to check the mailbox and you live on the opposite side of the road of your mailbox, your child must also wait until after the bus has departed their stop and traffic to clear before crossing back over the road to check their mailbox.

Railroad Crossing

History has shown that more lives are lost in school buses at railroad crossings than at any other location. Every time a school bus and a train collide; the train wins! This is why it is so important for the driver to have his or her full attention on the railroad crossing. There is no other time when a driver's distraction can cost the loss of so many lives. Please reinforce with your child the importance of being "Silent At All Railroad Crossings".

Bus Evacuation

Due to the unforeseen circumstances beyond the bus driver's control, your child may have to evacuate a bus at some time during the year. The decision to evacuate may be solely because we have the best interest of the students in mind. When evacuating a bus is necessary, students are placed in a safer location while waiting for assistance.

Most evacuations are due to breakdown which may leave the bus in questionable surroundings. Not all breakdowns result in an evacuation; several factors are taken into consideration before the decision is made to evacuate a bus. The location of an inoperative bus is the greatest factor when making a decision to evacuate a bus. Some locations we feel necessary to evacuate may be, but not limited to being next to a high volume roadway, high speed limit roadway, on or near a bridge, on a steep hill, in a curve or near water.

When any type of evacuation occurs, students must follow the instruction of the driver to safely unload and to relocate in a safe location away from the hazard. On a rare occasion, the driver may not be coherent so we depend on the older mature students to help without placing them at any more risks. This type of evacuation is practiced with all students during each new school year so all students are aware of the safe evacuation practices with or without the driver's assistance. There are several reasons that a bus may have to unload from one bus to another bus without it being an emergency. We ask for you to periodically remind your child to stay calm whenever it is necessary to unload from one bus to another bus for any reason.

All buses are designed with several "Emergency Exits". These locations are, but not limited to the entrance/exit door, rear door, emergency exit windows and roof hatches. Students should always use the front entrance/exit door during all evacuations when possible. When the service door is not available, the second choice should be the back door. All other exits should be used only when the loading door and the back door are not practical. When the rear door is the chosen exit, selected older and mature size students are instructed to assist students to the ground. All students are instructed to leave all personal belongings on the bus and to exit from the front to the back of the selected exit location. Students are instructed to walk away from the bus at least 100 ft. in the direction away from the recognized hazard or hazards

School bus transportation is such an important part of the education system in Miller County. We appreciate your assistance as we try to provide the safest and most efficient transportation for our precious cargo-your child.

STUDENT CODE OF CONDUCT

Students and parents should recognize their responsibility to know the contents of this discipline handbook and to ask faculty or staff members for any clarification. The Miller County Board of Education does not discriminate on the basis of race, religion, color, sex, age, national origin, handicap, or disability in its educational programs, activities, or employment policies.

Why do we have a code of conduct?

It is the policy of the Miller County Board of Education that each school within this school district shall develop and implement age-appropriate student codes of conduct designed to improve the student learning environment which will comply with state law and State Board of Education Rules. Each code of conduct shall include the following, at a minimum:

1. Standards of student behavior during school hours, at school related functions, on school buses and at school bus stops are designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students. The standards should be designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by this Board and to obey student behavior rules established at each school within this school district;

2. Behavior support processes designed to consider, as appropriate in light of the severity of the behavioral problem, support services available at each school, the school system and other public entities or community organizations which may assist students to address behavioral problems;

3. Progressive discipline processes designed to create the expectation that the degree of discipline imposed by each school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law;

4. Parental involvement processes designed to enable parents, guardians, teachers and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians and school employees to communicate freely their concerns about student behaviors that detract from the learning environment.

5. All other specific requirements as set forth in any existing State Board of Education Rule or in Georgia law.

The principal is the designated leader of the school and in concert with the staff is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in this Code of Conduct the principal may undertake corrective measures, which

he/she believes to be in the best interest of the student, and the school, provided any such action does not violate school board policy or procedures. The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law.

Statement of Purpose

The purpose of this Code of Student Conduct is as follows:

1. To ensure an environment for learning which is protected from interruption and harassment;
2. To provide information to students and parents about the school system's rules of conduct and possible penalties for violations of these rules;
3. To provide uniform administration of discipline in the schools; and
4. To inform students and parents of when and under what circumstances the Code of Student Conduct applies.

As noted, these rules are designed to notify students of the types and range of behaviors that are unacceptable. However, it is not possible to specifically list every particular type of misconduct that is prohibited. Even though a particular type of misconduct is not listed as prohibited behavior, a student may nonetheless be punished for misbehavior that is criminal, threatens safety, or is substantially disruptive.

When the Code of Student Conduct Applies

The rules contained in the Code of Student Conduct apply both during and outside normal school hours to students who are:

A. On school property, including at a designated school bus stop;
B. Off school property while attending a school-related activity, function, or event;
C. En route to or from school or school related activities;
D. Off school property but who engage in conduct which could result in the student's being criminally charged with a felony and which makes the student's continued presence at school a potential danger to the health or safety of others or which would disrupt the educational process; or
E. Off-campus but who engage in expressive conduct (e.g., text messaging, internet posting) which, the student promotes or distributes while the student is on school property or at a school-related activity, or which causes, or reasonably threatens to cause, a risk of material and substantial disruption to the orderly operation of the school.

EXPECTED BEHAVIOR
What Students Should Do

Expected behavior is that behavior which promotes learning and is appropriate under the circumstances.

Students should:

Participate Fully in the Learning Process: Students should report to school and class on time, with everything that they need, attend all regularly scheduled classes, remain in class until

excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.

Avoid Behavior That Impairs Their Own or Other Students' Educational Achievement: Students should know and avoid the behaviors prohibited by this Code, take care of their books and other instructional materials, and cooperate with others.

Show Respect for the Knowledge and Authority of Teachers, Administrators, and Other School Personnel: Students must obey directions, use acceptable and courteous language, and avoid being rude or disrespectful, and follow school rules and procedures.

Recognize and Respect the Rights of Other Students: All students should show concern for and encouragement of the educational achievements and efforts of others.

Positive School Climate

Miller County School District has a focus on implementing a positive school climate that encourages active learning and meaningful relationships. Every Miller County school has developed an individual discipline plan to ensure equitable practices in creating a positive school climate. The positive climate building process is an evidence --- based framework that assists school teams in implementing systems change. The primary goal of this framework is to help schools design effective environments that increase teaching and learning for all students. Through a problem-solving approach, the framework begins with examining and improving the entire school climate. Teams use data to examine the reasons behaviors are occurring and then implement changes and interventions designed to address the identified needs. The positive school climate approach is a preventative and proactive system of addressing discipline problems that includes fair and consistent discipline practices.

Standards of Behavior

The following rules are considered *standards of behavior* and are mandatory and shall apply uniformly to ALL students. Any student who violates these standards will be disciplined according to these rules. Disciplinary actions may include, but are not limited to: Loss of privileges; Reassignment of seats in the classroom, cafeteria or school bus; Reassignment of classes; Separation in the classroom, cafeteria or school bus; Referral to Student Support Team/Counseling/Social Worker; Involvement of behavior interventionist/specialist; Removal from class; Bus suspension; Behavior plan/contract; Parent Notification/conference; In-school suspension; Out-of-school suspension; Detention; Expulsion; Assignment to an alternative educational setting.

<u>Rule 1</u>
Complying with Directions/Commands & Policies
No student shall fail to comply with directions or commands of principals, assistant principals, teachers, student teachers, substitute teachers, teacher aides, school bus drivers, or other authorized school personnel. No student shall willfully and persistently violate the Student Code of Conduct or any policy or administrative regulation of a school or the system as a whole.

Rule 2
Disruption and Interference with School
No student shall disrupt or otherwise interfere with the orderly operation of school or school activities. This includes online content, internet usage, text messages, and all social media sites such as twitter, snapchat, kick, etc.

Rule 3
Substantial Disruption and Clear Danger
No student shall cause substantial disruption of the school environment or present a clear danger to any other student(s) or school personnel.

Rule 4
Committing Illegal Acts
No student shall commit any illegal act. Acts which will not be permitted include, but are not limited to, violation of any federal, state or local law, possession and/or discharge of fireworks, obscene and indecent acts, libelous or slanderous acts toward other students, teachers, administrators, other school personnel or other persons.

Rule 5
Damaging, Destroying or Vandalizing Property
No student shall willfully or maliciously damage, mark, deface, destroy, or vandalize real or personal property of another student, other persons legitimately at the school or the Board of Education during or after school hours.

Rule 6
Harassment, Bullying and Cyberbullying
No student shall sexually, emotionally, verbally, physically or by any communication by telephone, mail, broadcast, computer network or by any other electronic device or otherwise harass or bully any student, teacher, school employee or other person. Any student, in grades 6 through 12, committing the offense of bullying for the third time in a school year, shall be assigned to an alternative school. Any form of harassment or bullying shall be promptly reported to an administrator or counselor. Teachers may be notified to maintain classroom discipline.

Rule 7
Assault, Battery, and Threatening Others
No student shall assault, commit battery upon, threaten, or otherwise abuse any student, teacher, school employee or other person. A student may be referred for permanent expulsion for violation of this section.

Rule 8
Physical Violence toward School Staff or Bus Drivers
No student shall commit any act of physical violence against a teacher, school bus driver, school official, or school employee. A student shall be referred to a disciplinary hearing for violation of this section. A student found to have committed an act of physical violence by

intentionally making physical contact of an insulting and provoking nature may be disciplined by short-term suspension, long-term suspension or expulsion. A student found to have committed an act of physical violence by intentionally making physical contact, which causes physical harm, shall be permanently expelled and, if applicable, referred to juvenile court.

Rule 9

Physical Assault and Bullying on a School Bus

No student shall engage in bullying as defined in O.C.G.A. § 20-2-751.4(a) or in physical assault, battery, other unruly behavior, verbal assault or disrespectful conduct toward the bus driver or others. If a student is found to have engaged in bullying, a meeting of the parent of the student and appropriate school district officials shall be required to develop a school bus behavior contract for the student. Such a contract shall provide for progressive age-appropriate discipline, penalties, and restrictions for student misconduct on the bus.

Rule 10

Weapons and Dangerous Instruments

No student shall possess, handle, display, discharge, transmit or otherwise use any firearm, airsoft guns, pellet guns, bb guns or destructive device, including but limited to explosives, incendiary device, chemical mace, tear gas, pepper gas, and other irritant, aerosols, or weapons as defined in federal and/or state law, or other objects that reasonably can be considered a weapon OR have the appearance of a weapon. Principals have the authority to ban or confiscate any item that, in their judgment, may be used as a weapon to cause bodily harm either to students, themselves or to others.

A student shall be referred for full calendar year expulsion for violating this section as related to firearms and destructive devices as defined in federal law.

Students violating this Rule by bringing weapons to school, on school grounds or to school related activities, that do not meet the federal law definition of weapons, but meet the state law definition or Board of Education definition, may be subject to long-term suspension, expulsion or permanent expulsion.

Rule 11

Using or threatening to use a Deadly Weapon and Bomb/Terroristic Threats

Any student who uses, or threatens to use a deadly weapon, including, but not limited to, a firearm or knife, which may cause bodily harm or death, shall be subject to permanent expulsion. Students participating in or making a bomb or terroristic threat shall be subject to permanent expulsion. Student conduct off school grounds that has a direct and immediate effect on maintaining order or discipline in schools, or maintaining the safety and welfare of the students and staff; or off-campus conduct which could result in the student being criminally charged with a felony and when the student's continued presence at school becomes a potential danger to persons or property at the school, shall be subject to Board of Education discipline policies and administrative regulations.

Rule 12

Tobacco, Alcohol and Other Drugs/Psychoactive Substances

The use and/or possession of tobacco by students in any form is prohibited; on (a) school property; or (b) any property of the Board of Education; (c) while riding as passengers on vehicles operated by the Board of Education; or (d) while participating in or attending any school sponsored event at any time.

The use of illicit drugs and the unlawful possession and use of alcohol are wrong, harmful and illegal; therefore, no student shall possess, sell, use, transmit, handle, display, distribute, otherwise use or be under the influence of any: Narcotic ' hallucinogenic drug ' amphetamine ' barbiturate' marijuana ' other controlled substance ' drug paraphernalia ' over the counter or prescription medication(s)' alcoholic beverage ' intoxicant of any kind or ' substance represented to be illegal drugs or imitation controlled substance. A student may be referred for permanent expulsion for violating the section on illicit drugs and alcohol.

Rule 13

Absenteeism

No student shall be absent from school or from any class or required school function during school hours without the written permission of the parent/legal guardian and/or the approval of the principal, except in cases of personal illness or other providential cause.

Rule 14

Dress Code

Students shall comply with the System's Student Dress Code K through 12, as well as any and all individual school dress requirements.

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Rule 15

Verbal Assault and Physical Assault

No student shall verbally assault, threaten violence or physically assault other students, teachers, administrators, school personnel or persons attending school-related functions.

Rule 16

Disrespectful Conduct

Students shall not become involved in disrespectful conduct or use vulgar or profane language toward other students, teachers, administrators, school personnel or persons attending school-related functions.

Rule 18
False Reporting
No student shall falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrators, or other school employee toward a student during or after school hours.

Rule 19
Passive Participation
No student shall incite, advise, encourage or counsel other students to engage in prohibited acts, be a passive participant or be an accomplice to a violation of the Student Code of Conduct, federal and/or state laws.

Rule 20
Internet/Electronic Use
No student shall violate the Miller County School System Acceptable Use Policy. BCSD provides a full range of electronic information systems, including Internet resources, for all students. Use of all electronic resources supports the vision, mission, and goals established by the BCSD. Access to these resources will be provided automatically.

Rule 21
Public Displays of Affection
Any display of affection such as kissing, embracing, etc., while at school is prohibited.

Chronic Disciplinary Problem Students

Definition: "Chronic Disciplinary Problem Student" means any student who exhibits a behavior pattern which interferes with the learning process of students around him and which is likely to recur. If a teacher or principal determines that a student is a chronic disciplinary problem student, then the principal shall:

1. Notify the student's parents as soon as practical. The parent shall be notified by a telephone call and certified mail with a return receipt requested or first class mail.
2. Invite the parent to the school to observe the student in a classroom situation.
3. Give the parent an opportunity to schedule and attend a conference with the principal and/or teacher(s) to devise a disciplinary and behavioral correction plan. (O.C.G.A. § 20-2-765).
4. If not already in the MTSS process, the student will be referred to Tier 3.

Before any chronic disciplinary problem student returns from an expulsion, long-term suspension or short-term out-of-school suspension, the principal of the school to which the student is to be readmitted shall:

1. Request that the parent schedule and attend a conference with the principal so as to devise, update, or modify a disciplinary and behavioral correction plan.
2. At their discretion, invite a teacher, counselor, or other person to attend the conference. Failure of the parent to attend shall not preclude the student from being readmitted to the school.

3. Ensure that a notation of the conference is placed in the student's permanent file.
4. The MTSS Process will be employed in the readmission process, documented, and a copy placed in the student's permanent file.

MULTI-TIERED SYSTEM OF SUPPORT

MTSS is a regular education process for students experiencing problems of an academic, social or behavioral nature in school. MTSS involves an interdisciplinary group who works collectively to improve the delivery of instructional services to students as well as serves as a resource for teachers and other educators in the delivery of these services.

Parents may be invited to participate in the meetings to discuss their child's MTSS status and in the development of interventions for their child. Parent participation is encouraged. The MTSS documents shall be placed in the student's permanent file and copies given to all involved. If an MTSS plan is utilized as a result of a discipline referral, parents shall receive a copy of the report and information on how to contact the principal.

It is recommended that after five (5) cumulative days of out-of-school suspension, the MTSS process be initiated. At this time, consideration of the student's behavior, lack of response to the behavior correction plan, and lack of response to being removed from the regular program must be considered. When the number of out-of-school suspension days reaches eleven (11) or more in any semester, the MTSS process shall be initiated to develop or review the behavior correction plan and document the need for the out-of-school option or alternative educational placement.

DISCIPLINE

DISCIPLINARY ACTIONS & PROCEDURES

1. GENERAL PROVISIONS:

a) A student whose behavior repeatedly or substantially interferes with the teacher's ability to teach the class, and where such behavior violates this Code of Conduct, may be removed from that class and reassigned to another educational setting. In addition, punishment consistent with the code violation may be imposed.
b) As part of the disciplinary process, the school district will utilize where appropriate, in light of the severity of the behavioral problem, student support services to help the student address behavioral problems, in addition to other disciplinary measures which may be imposed.
c) School administrators and teachers will follow a progressive discipline process whenever discipline is to be imposed. However, the degree of the discipline to be imposed for any violation, including the first times a student has committed a discipline infraction, will be in proportion to the severity of the violation.
d) School administrators and teachers will work together with, and seek the input of, the parents and guardians of students to improve and enhance student behavior. The school district recognizes the important role which parents and guardians play in developing positive behavior and academic performance.

2. SPECIFIC ACTIONS & PROCEDURES:

a) **Detention:** A student may be required to report either before, during, or after school hours to a specific school location and/or to a specific teacher or school official.
b) **Procedure:** The parent/guardian must be notified in writing at least 24 hours before the detention. The notification must explain the reason(s) for the detention and inform the parent/guardian that necessary transportation will be their responsibility.
c) **Short Term Suspension:** Short-term suspension is suspension from school and any school related activity for between one (1) and ten (10) school days. The principal or assistant principal may, at his/her discretion, assign a student to either in-school suspension or out-of-school suspension.

Procedure: The principal or assistant principal shall-

1. Tell the student, orally or in writing, the reason for the suspension and give the student an opportunity to tell his/her side of the story;
2. Attempt to contact the parent/guardian by telephone to inform them of the suspension;
3. Within one (1) school day after the suspension begins, send the parent/guardian notice by regular mail informing them of the reason(s) for the suspension and of their right to discuss the details of their child's misbehavior with school officials.

A principal or assistant principal may suspend a student without notice of the reason for the suspension or an opportunity to provide an explanation if the student is intoxicated, under the influence of drugs, or where his/her presence otherwise poses a continuing danger to others or a disruption to normal school operations. In such cases, however, the informal hearing outlined above shall occur as soon as practicable.

3. LONG TERM SUSPENSION OR EXPULSION:

Long term suspension means the student loses the right to attend school or participate in school activities for more than ten (10) consecutive days.
Expulsion means the student loses the privilege of attending school or participating in school activities for the remainder of the grading period, remainder of the school year, or longer.
Long term suspension and/or expulsion may only be imposed by action of the Disciplinary Hearing Officer, except as provided in cases where a tribunal is required, after the student has been afforded notice, opportunity for hearing, and other procedural rights prior to such expulsion or suspension becoming effective.

Rights of Student Where Long Term Suspension or Expulsion is Recommended:

a) The right to written notice of the specific charges which have been made against the student;
b) The right to a due process hearing;
c) The right to be represented by legal counsel at the hearing;
d) The right to testify and present witnesses; and,
e) The right to cross-examine witnesses who testify against the student.
Procedure:

1) The principal or assistant principal must initially recommend long term suspension or expulsion to the Disciplinary Hearing Officer.
2) A hearing before the Disciplinary Hearing Officer will be scheduled as soon as possible but not later than ten (10) school days after the student has been removed from school.

3) If the hearing date is more than ten (10) school days after the student has been removed from school, and the delay in scheduling is not caused by the student or his parent/guardian, the student will be returned to the school at the end of the ten (10) day period unless, in the judgment of the Disciplinary Hearing Officer, the student's return to school would create a danger to others or would disrupt the normal operation of the school
4) Written notice will be sent to the parent/guardian by regular mail. This notice shall inform the parent/guardian of the following: the violation alleged; the date, time, and place of the hearing; the names of witnesses; and the punishment recommended. In addition, the notice shall inform them of the right to be represented by legal counsel at the hearing; the right to testify and present witnesses; and the right to cross-examine witnesses presented by the school district.
5) A verbatim electronic or written record of the hearing will be made and will be available to the parent/guardian or legal counsel of the student charged.
6) If long term suspension or expulsion is imposed, the parent/guardian will be notified of the decision in writing and of the right of appeal. This notice will be sent by regular mail within ten (10) days of the completion of the hearing.
7) If there is an appeal, the superintendent may in his/her discretion temporarily withhold implementation of the suspension or expulsion and return the student to school during the appeal process, but only if this will not endanger others or disrupt normal school operations.

4. **PHYSICAL VIOLENCE AGAINST SCHOOL OFFICIALS:** A student charged with physical violence as defined in O.C.G.A. § 20-2-751.6 against a teacher, administrator, paraprofessional, school resource officer, bus driver or other school official or employee, including volunteers, shall be referred to a hearing before the hearing officer with the same rights as are afforded a student in the case of a recommendation of long-term suspension or expulsion. For any alleged act of physical violence against any school employee, the student must be suspended pending a student disciplinary hearing. If the student is found guilty of an act of physical violence which causes physical harm to another, the student must be expelled and shall be referred to juvenile court with a petition alleging delinquent behavior.

5. **VIOLATIONS ON SCHOOL BUS:** The parent(s)/guardian(s) of a student engaged in bullying, physical assault or battery on another while on the school bus (or while boarding or departing a school bus) shall, in addition to other discipline which may be imposed, meet with school district officials to form a bus behavior contract which shall provide age-appropriate progressive discipline. When an alleged assault or battery on a school bus driver occurs, the student must have a disciplinary hearing.

6. **APPEALS:**

a) The decision of the Disciplinary Hearing Officer may be appealed to the Board of Education by the student's parent/guardian. The appeal process begins with a written request for review of the Disciplinary Hearing Officer's decision addressed to the Superintendent of the Miller County School District at 96 Perry Street, Colquitt, Ga. **This request must be made within twenty (20) calendar days of the date of the hearing.**

b) The Board of Education will consider only the record of the hearing before the Disciplinary Hearing Officer. A transcript of that hearing will be made only upon receipt of a letter of appeal to the superintendent. A copy of that transcript will be made

available in the office of the Disciplinary Hearing Officer upon request. If a copy of the transcript is desired, the parent/guardian must pay the cost of preparing that copy.

c) The Board of Education has the power to affirm, reverse, or modify the decision of the Disciplinary Hearing Officer.

d) The decision of the Miller County Board of Education may be appealed to the State Board of Education. Notice of any such appeal must be filed with the Superintendent of the Miller County Schools within thirty (30) calendar days of the date the Miller County Board of Education renders its decision. The contents of this notice of appeal and the procedure to be followed before the State Board of Education of Georgia is contained in O.C.G.A. §20-2-1160.

7. ALTERNATIVE EDUCATION SETTING: Where, as the result of a violation of the Code of Student Conduct, a student of middle or high school age is suspended for more than ten (10) days or is expelled, the superintendent or his/her designee may, instead, permit that student to attend an Alternative Education Setting for the period of suspension or expulsion. In addition, in the case of a student who chronically violates this Code of Student Conduct, even where individual violations are only minor violations, the superintendent or his/her designee, upon recommendation of the principal, may impose long-term suspension or expulsion. At the discretion of the superintendent or his/her designee, that student may be permitted to attend an Alternative Education Setting for the period of long-term suspension or expulsion.

8. DISCIPLINE OF STUDENTS WITH DISABILITIES: Those students receiving services under the provisions of the Individuals With Disabilities Education Acts (IDEA) are entitled to certain disciplinary safeguards in addition to the same due process procedures given regular education students.

9. IMPORTANT INFORMATION

1. Students under suspension or expulsion are not allowed on school district property or at school related functions/activities.

2. Students are required to notify a teacher or administrator when illegal items (e.g., drugs, alcohol, beeper/pagers, etc.), dangerous items (e.g., guns, knives, explosive devices, or other weapons), or other items banned from school are found in the school building, on the school campus, or on the school bus.

3. School administrators and/or their designated representatives have the authority to conduct a reasonable search of students and their possessions. Lockers, desks, personal effects (e.g., purse, book bag, etc.) and

4. Vehicles when on school property, or at any school function or activity, may be searched at any time based on reasonable suspicion and illegal items or contraband seized.

5. A student is in possession of an illegal or prohibited item when it is found in or on the person of the student or in his/her personal effects, in his/her locker, or in a student's vehicle on school property or at any school function or activity off school property.

6. State law requires that victims of certain types of student misconduct file a written complaint with local school authorities. This includes an assault or battery by a student upon any student, teacher, or other school employee; or substantial damage which is intentionally caused by a student while at school to the personal property of a student, teacher, or other school employee where this could result in the long term suspension or expulsion of the student (O.C.G.A. 20-2-753)

7. (O.C.G.A. § 20-2-1184) requires that certain criminal offenses committed by a student while on school property or at a school function be reported to the appropriate law enforcement authority and the district attorney. The crimes include aggravated assault with firearm involved (O.C.G.A. 16-5-21), aggravated battery (O.C.G.A. 16-5-24), sexual offenses (Chapter 6 of Title 16), weapon in unauthorized locations (O.C.G.A. 16-11-127), violations involving weapons in school safety zones (O.C.G.A. 16-11-127.1), possession of handgun by person under 18 (O.C.G.A. 16-11-132), and controlled substances violations (O.C.G.A. 16-13-30

8. State law makes it unlawful for any person to manufacture, distribute, dispense or possess with intent to distribute a controlled substance or marijuana in, on, or within 1000 feet of any school property. Violation of this law is a felony and may be punished by imprisonment or a fine.

9. (**O.C.G.A. § 16-13-32.4**) It shall be unlawful for any person to disrupt or interfere with the operation of any public school. Any person violating this Code shall be guilty of a misdemeanor of a high and aggravated nature.(O.C.G.A. 20-2-1181)

10. Georgia Law Regarding Battery Against A Teacher or School Employee: Any person who commits the offense of battery against a teacher or other personnel, engaged in the performance of official duties or while on school property shall, upon conviction thereof, be punished by imprisonment for not less than one (1) or more than five (5) years or a fine of not more than $10,000.00 or both.(O.C.G.A. § 16-5-23.1)

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

12. **Information about Bullying:** Bullying is prohibited by the Miller County School District. Penalties for violating this prohibition may include, but are not limited to: Loss of privileges; Reassignment of seats in the classroom, cafeteria or school bus; Reassignment of classes; Separation in the classroom, cafeteria or school bus; Referral to Student Support Team/Counseling/Social Worker; Involvement of behavior interventionist/specialist; Removal from class; Bus suspension; Behavior plan/contract; Parent notification/conference; In-school suspension; Out-of-school suspension; Detention; Expulsion; Assignment to an alternative educational setting

13. **Revision of Code** : This Code of Student Conduct is reviewed annually and revised as needed to provide for equitable treatment of all students as well as to ensure compliance with current laws and regulations. The school district seeks input from all stakeholders including parents, students, community members, and school system personnel. Comments and suggestions may be directed to the attention of the district's Disciplinary Hearing Officer at CCSD's District Administrative Offices.

Discipline

Level I Behavior (Minor Offenses)

1. **Not prepared for class:** coming to class without books, notebooks, or pencil.
2. **Out of seat:** Failure to remain in the assigned area.
   Example: leaving the work area without permission, any instance in which the student left a designated area without teacher permission.
3. **Physical Disruption:** Bodily actions to disrupt the classroom or school environment. Example: running, pounding, noise with materials, throwing self to ground, touching others without permission, horseplay, use of electronic devices.
4. **Verbal Disruption:** Any verbal behaviors to disrupt the classroom or school environment. Example: talking out, tantrums, crying, yelling, making noise, and speaking loudly
5. **Minor Verbal Aggression:** Verbal behaviors to cause emotional harm.
   Example: taunting, teasing, profanity, making fun of another student, name calling,
   screaming at peers, talking back to teachers, disrespect toward adult
6. **Non-compliance:** Failure to engage in requisite activities after specifically prompted by a teacher or other adult.
7. **Dress Code:** violation of board approved dress code.
8. **Tardy:** Failure to be in the classroom without a pass after class has begun.

Level I Discipline Procedures (Teachers)

First Offense

a. Verbal warning
b. Restatement of expectation

Second Offense

a. Verbal warning
b. Restatement of expectation

Third Offense

a. Verbal warning
b. Restatement of expectation
c. Document incident on Discipline Recording Form and Class Dojo. (Parent Contact)

Level I Discipline Procedures (Repeat Offenses) (Administrative Response)

Repeated minor offenses can result in one or more of the following (but not limited to) at the discretion of the administrator and based on the severity and frequency of the offense (O.C.G.A. § 20-2-735):

1. Parent contact
2. Detention (Recess, Lunch, PE)
3. Corporal Punishment

4. In-school suspension (1 to 3 days) (ISS can only be assigned or extended by the administrative team)
5. Out-of-school suspension (1 to 3 days)

Level II Behavior Definitions (Major Offenses)

1. **Repeated and Excessive Level I Behaviors:** See above descriptions.

2. **Continuous Non-Compliance and/or Overt Insubordination:** Failure to engage in requisite activities after specifically prompted by teacher or other adult and level one consequence are deemed ineffective.
   a. *Examples: refusal to follow an adult's spoken direction after Level I discipline procedure has been implemented.*

3. **Dishonesty:** Deliberate misrepresentation of facts either verbally or through actions (including misrepresenting someone else's work as one's own). *a. Examples: cheating, lying, omitting facts or details*

4. ***Verbal Aggression to Peers:*** Verbal behaviors to cause emotional harm. *Examples: profanity, obscene gestures or pictures, verbal coercion in the form of threats, verbal or cyber bullying, verbal coercion in the form of threats to use force, violence, intimidation, fear or disruptive means*

5 **Physical Aggression:** Bodily actions to cause physical or emotional harm to another. Examples: hitting, biting, kicking, grabbing, head butting, hair pulling, physical bullying, throwing objects that do or do not result in physical harm, tearing or destroying materials

6 **Use of or Possession of Tobacco Products:** Smoke or smokeless products

7 **Out of area:** Failure to remain in assigned area including school elopement.

Level II Discipline Procedures (Administrative Response)

Immediate Referral: Referrals to the office for Level II behaviors can result in one or more of the following (but not limited to) at the discretion of the administrator and based on the severity and frequency of the offense (O.C.G.A. § 20-2-735):

1. Parent contact
2. Detention (Recess, Lunch, PE)
3. Corporal Punishment
4. In-school suspension (1 to 10 days) (ISS can only be assigned or extended by the administrative team)
5. Out-of-school suspension (1 to 10 days)

Level III Behavior Definitions (Severe Offenses)

1. Physical Aggression: Willfully inflicting pain and injury or attempting to cause physical harm.

2. Verbal Aggression to School Staff: Verbal behaviors to cause emotional harm.
Examples: profanity, obscene gestures or pictures, verbal coercion in the form of threats, verbal or cyber bullying, verbal coercion in the form of threats to use force, violence, intimidation, fear or disruptive means

3. Possession of Banned Paraphernalia: Carrying, possessing, or concealing paraphernalia on your person, personal carrying case, book bag, locker, desk, or any other container under the control, ownership, or in possession of the student. Examples: weapons (manufactured or homemade), fireworks or any other explosive device, material or liquid, use or possession of alcoholic beverages, vapes, un-prescribed legal drugs (including any and all counterfeit or look alike substances), illegal drugs as defined by law enforcement (including any and all counterfeit or look alike substances).

4. Illegal or Unauthorized Entry to School Facilities: *Trespassing* on school board property during unauthorized periods of time.
Examples: after-hour entry of school board property, returning to school during a designated suspension/expulsion period.

5. Theft: Any taking or attempting to take items, possessions, physical objects otherwise belonging to another person without expressed consent.
Examples: personal items, school property, identities (figuratively or explicitly)

6. Inappropriate Technology Use: As outlined in the general guidelines for technology use in the student handbook.

7. Inducing General Panic: Example: The use of mail, telephone, telegram, or other instrument of commerce; the willful making of any threat; or the malicious conveyance of false information knowing the same to be false which concerns an attempt being made, or to be made; to kill, injure, intimidate any individual; or unlawfully to damage or destroy any building, vehicle, or other real or personal property.

8. Violation of State or Federal Laws: Any act considered illegal under State or Federal Law. Example: Public Intoxication, Physical Assault, Sexual Assault, Arson, Burglary, Indecent Exposure, Possession of illegal Drugs (This list is not meant to be inclusive of all possible violations of the law but examples for the purpose of this description).

9. Level III Discipline Procedures (Administrative Response)

Immediate Referral: Referrals to the office for Level III behaviors can result one or more of the following (but not limited to) at the discretion of the administrator and based on the severity of the offense (O.C.G.A. § 20-2-735):

1. Parent contact
2. Notification of authorities
3. In-school suspension (1 to 10 days) (ISS can only be assigned or extended by the administrative team)
4. Out-of-school suspension (1 to 10 days)
5. Expulsion
6. Referred to local law enforcement

Bullying Policy

Bullying Definition

The term "bullying" is defined as:

1. a form of written, verbal, or physical aggression intended to offend, harm, or embarrass another person,
2. that occurs **repeatedly** overtime,
3. has a perceived or realized imbalance of power or status,
4. and interferes with the education or educational environment of another.

Bullying can take the form of:

1. **Physical Bullying:** The act of one person or a group of people using overt bodily acts to gain power over another. Example: hitting, punching, kicking, slapping, pinching, or any other physical act intended to inflict harm on another.
2. **Verbal Bullying:** The act of one person or a group of people using language (explicit, obscene, or insinuating) to gain power over another.
   Examples: name-calling, threats, teasing, taunting
3. **Indirect Bullying:** The act of one person or a group of people purposefully engaging in discourse about another, regardless if the subject matter is fictional or fact, with the intent of publicly or privately embarrassing, harassing, or degrading that person. Examples: spreading rumors, gossiping
4. **Cyber Bullying:** The act of one person or group of people using the internet, computers, cell phones, or other electronic devices to purposefully engage in discourse about another, regardless if the subject matter is fictional or fact, with the intent of publicly or privately embarrassing, harassing, degrading that person, spreading rumors or name calling.
   Examples: verbal or indirect bullying via electronic device

Bullying Procedures

1. Immediate Referral

a. Bullying referrals will be addressed according to district and state policy. Please refer to The State of Georgia Bullying Law (O.C.G.A. 20-2-751.4**)** when addressing instances of bullying in the school.

b. Refer to district bullying policy when addressing bullying.

- **First Offense of Bullying** If the principal determines that a student has committed the offense of bullying, the principal will assign the appropriate consequence(s), hold a conference with the parent explaining the offense, review this section on bullying, and explain the consequence(s) related to the bullying in the Student Code of Conduct. This conference will be documented and a copy placed in the student's permanent file.
- **Second Offense of Bullying** If the principal determines that a student has committed a second offense of bullying, the principal will assign the appropriate consequences and implement the MTSS Process. The principal will notify the parent in writing that a third offense of bullying will result in a request being made for long-term suspension from regular school and placement in an alternative program. Principals will also follow the procedure section for Chronic Disciplinary Problem S
- **Third Offense of Bullying** Upon finding that a student in grades 6 through 12 has committed the offense of bullying for the third time in a school year, the principal shall make a referral for a disciplinary tribunal for the long-term suspension of the student to an alternative setting.

  Documentation of the Student Support Process with a copy of the behavior correction plan, and data showing efforts to modify the bullying behavior must be included with the disciplinary request and placed in the student's permanent file.

General Information
Parent involvement through conferences is the most desirable avenue for correcting behavior problems. The parent or guardian should be contacted by phone whenever possible. In all cases involving a Level II-IV infraction the parents will be given written notification stating the student's offense and the administrative disposition. The student's failure to complete the punishment as designated will result in escalation to the next step on the ladder.

***** Students who are placed in ISS and/or OSS are not to be on any Miller County School Campus after normal school hours. Once the student has served his/her time in ISS/OSS, then he/she can resume attending extracurricular activities. Students should not attend high school or middle school athletic events while serving time in ISS or OSS. Students should not be attending recreational league practices or games if those practices or games take place on any Miller County Schools campus.**

CORPORAL PUNISHMENT (Paddling) If you do not wish corporal punishment to be administered to your child, please fill out the appropriate forms (do not paddle form) in the front office within the first ten (10) days after the beginning of school. **This must be done annually and in writing.**

Quick Reference for Discipline Procedures

Level I: Minor Behaviors

DEFINITION: Behaviors that...

- Do not require administrator involvement
- Do not appear chronic

EXAMPLES:

- **Not prepared for class***: coming to class without books, notebooks, or pencil.*
- **Out of Seat***: leaving the work area without permission.*
- **Physical disruption***: excessive noise, destroying materials, throwing self to ground, touching others without permission, horseplay, use of electronic devices.*
- **Verbal Disruption***: talking out, tantrums, crying, yelling, making noise, speaking loudly.*
- **Minor Verbal Aggression***: taunting, teasing, making fun of another student, name calling, screaming at peers or staff, minor disrespect toward adults.*
- **Non-compliance***: doing opposite of what was asked, refusal to follow an adult's spoken direction.*
- **Tardy***: entering the classroom after class has begun without a pass.*
- **Dress Code:** *violation of board approved dress code.*

PROCEDURE:

- Inform student of rule violated
- Implement classroom strategies/consequences
- Contact parent if necessary
- Document on Discipline Recording Form and in Class Dojo.

Level II: Major Behaviors

DEFINITION: Behaviors that...

- Require administrator involvement
- Are chronic Level I behaviors

EXAMPLES:

- **Repeated and Excessive Level I Behaviors**
- **Continuous Non-Compliance and/or Overt Insubordination:** refusal to follow an adult's spoken direction after Level I discipline procedure has been implemented.
- **Dishonesty:** cheating, lying, omitting facts or details, altering records
- **Verbal Aggression to Peers:** profanity, obscene gestures or pictures, threats.
- **Physical Aggression:** hitting, biting, kicking, grabbing, head butting, hair pulling, throwing objects that do or do not result in physical harm.
- **Out of area:** running away from school, skipping/cutting

PROCEDURE:

- Inform student of rule violated
- Describe expected behavior
- Contact parent
- Enter discipline referral
- Send student to administrator

Level III: Severe Behaviors

DEFINITION: Behaviors that...

- Require administrator involvement
- Violate school district policies or state policies or laws
- Are chronic Level II behaviors

EXAMPLES:

- **Physical Aggression***: destroying school property, fighting, Verbal Aggression to School Staff: profanity, obscene gestures or pictures, threats, etc.*
- **Possession of Banned Paraphernalia:** *weapon, fireworks, alcoholic beverages, un-prescribed drugs, illegal drugs.*
- **Illegal or Unauthorized Entry to School Facilities:** *after-hour entry of school board property, returning to school during a designated suspension/expulsion period.*
- **Theft:** *personal items, school property, identities.*
- **Use of or Possession of Tobacco Products**
- ***Inappropriate Technology Use.***
- **Inducing General Panic:** *the willful making of any threat of false information in order to induce panic.*
- **Sexual Misconduct***: lewd and lascivious conduct.*

PROCEDURE:

- Inform student of rule violated
- Send for an administrator to remove student from area
- Contact Parent Enter discipline referral

Sexual Harassment

As defined pursuant to Title IX of the Education Amendments of 1972 Harassment shall include, but not be limited to the following:

1. Unwelcome sexual advances / Request for sexual favors
2. Request for unsolicited physical contact
3. Verbal conduct of a sexual nature that creates an intimidating, hostile or offensive environment
4. Writing sexually explicit notes or graffiti about another student
5. Obtaining or attempting to obtain property or sexual favors through the use of force, menace or fear
6. Acts initiated by a student against the chastity, common decency, and morals of another accompanied by threats, fears or danger
7. Intentionally or knowingly causing physical contact with another in an offensive or provocative manner
8. Intentionally or knowingly threatening another with imminent physical or psychological injury
9. Inappropriate touching, rubbing or grabbing of others

All charges of sexual misconduct and/or harassment will be investigated, documer in the student's discipline record

STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT

"20-2-751.7(a) The Professional Standards Commission shall establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state mandated processes and shall include the mandated process in the student handbooks and in employee handbooks or policies.

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

1. Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor, or administrator at his/her school.
2. Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other school system employee is urged to make an oral report of the incident immediately by telephone or other wise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee, within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.

3. Any school principal or principal's designee receiving a report of sexual abuse as defined in (**O.C.G.A. 19-7-5**), shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designed by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of sexual misconduct against a student by a teacher, administrator or other employee not covered by (**O.C.G.A. 19-7-5**) or (**20-2-1184**) shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

Listed below are DEFINITONS for "sexual abuse" and "sexual misconduct".

"Sexual Abuse" means a person's employing, using, persuading, inducing, enticing or coercing any minor who is not that person's spouse to engage in any sexual act as defined in (**O.C.G.A. 19-7-5**)

"Sexual Misconduct" includes behavior by an educator that is directed at a student and intended to sexually arouse or titillate the educator or the child. Sexual misconduct by an educator may include, but is not limited to, the following behavior:

- Made sexual comments, jokes or gestures.
- Showed or displayed sexual pictures, photographs, illustrations, or messages.
- Wrote sexual messages/graffiti on notes or the Internet.
- Spread sexual rumors (i.e. said a student was a gay or lesbian)
- Spied on students as they dressed, showered or used the restroom at school.
- Flashed or "mooned" student.
- Touched, excessively hugged or grabbed students in a sexual manner.
- Forced a student to kiss him/her or do something else of a sexual nature.
- Talked or asked about a student's developing body, sexuality, dating habits, etc.
- Talked repeatedly about sexual activities or sexual fantasies.
- Made fun of your body parts.
- Called students sexual names.

Notification Required Under ESSA (Every Student Succeeds Act) Sec. 1112

Parent's Right to Request a Teacher and a Paraprofessional's Qualifications

- In compliance with the requirements of the Every Student Succeeds Act, parents may request the following information:

1. Whether the student's teacher—
   - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
   - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and,
   - is teaching in the field of discipline of the certification of the teacher.

2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Definition of Terms

Assault:

Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike).

Simple Assault – a person commits the offense of simple assault when he or she either:

a) Attempts to commit a violent injury to the person of another
b) Commits an act which places another in reasonable apprehension of immediately receiving a violent injury

Aggravated assault – a person commits the offense of aggravated assault when he assaults:

a) With the intent to murder, to rape, or to rob
b) With a deadly weapon or with any object, device, or instrument which, when used offensively against a person, is likely to or actually does result in serious bodily injury
c) A person or persons without legal justification by discharging a firearm from within a motor vehicle towards a person or persons.

Battery:

Intentionally making physical contact with another person in an insulting offensive or provoking manner or in a way that physically harms the other person.

Simple Battery – a person commits the offense of simple battery when he either:

a) Intentionally makes physical contact of an insulting or provoking nature with the person of another
b) Intentionally causes physical harm to another

Bullying:

In accordance with Georgia law, bullying is defined as (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. **Cyber bullying** is when a student is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another student/students using the Internet, interactive and digital technologies or mobile phones. Online content that poses a problem or disruption at school will not be tolerated and will be subject to appropriate discipline

Chronic Disciplinary Problem Student:

A student who exhibits a pattern of behavioral characteristics, which interfere with the learning process of students around him/her and which are likely to recur.

Clubs and Organizations:

Groups of students who wish to organize and meet for common goals, objectives, or purposes and which are directly under the sponsorship, direction, and control of the school. This does not include competitive interscholastic activities.

Competitive Interscholastic Activity:

Functions held under the sponsorship of the school that involves its students in competition between individuals or groups representing two (2) or more schools. This includes cheerleading, band, and chorus

Detention:

A requirement that the student report to a specific school location and to designated teacher or school official to make up work missed. Detention may require the student's attendance before school or after school. Students in grades K through 12 may be assigned detention. Prior to the student serving a detention, the parent must be notified at least one (1) day in advance.

Disciplinary Hearing Officer:

School official appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

Disciplinary Tribunal:

School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

Drug:

The term drug does not include prescriptions issued to the individual I aspirin or similar cold and/or similar medications taken according to product recommendation and board policy. Caffeine pills are considered drugs

Expulsion:

The suspension of a student from a public school beyond the current school semester or quarter and only a disciplinary tribunal may take such action.

Extortion:

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

Fireworks:

The term “fireworks” means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

Foster Care Student-

A student who is in a foster home or otherwise in the foster care system under the Division of Family and Children Services of the Department of Human Services.

Gambling:
Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

In-School Suspension:

Removal of a student from classes or regular school program and assignment of that student to an alternative program isolated from peers.

Physical Violence:

Intentionally making physical contact of an insulting or provoking nature with another person; or intentionally making physical contact, which causes physical harm to another.

Official School Start/End Time:

The time designated by the principal and advertised to students and parents as the official start or end of the school day. Correct time will be the time as determined accurate by the school principal, indicated on a designated school clock, and displayed in a prominent location.

Suspension:

The removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by actions of a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events and/or activities sponsored by the school or its employees.

Student Attendance Protocol-

Procedures to be used in identifying, reporting, investigating and prosecuting cases of alleged violation of O.C.G.A. 20-2-690.1, relating to mandatory school attendance and appropriately addressing the issue with parents and guardians. The protocol shall also include recommendations for policies relating to tardiness.

Tardy to Class:

A student is “tardy to class” when he/she arrives to class following the ringing bell, chime or other audible signal indicating the beginning of instructional time.

- **Excused Tardy:** A tardy resulting from events beyond a student’s control shall be determined excused by the Principal or designee. Events may include an accident, road closed due to an accident, area power outage, late bus, or other incidents. Documentation is required to excuse a tardy.
- **Unexcused Tardy**: Incidents including over-sleeping, heavy traffic, errands, delays at a train crossing, or similar excuses determined by the Principal or designee as unacceptable are unexcused. Documentation will not obligate the Principal or designee to excuse an unexcused tardy.

Theft:

The offense of taking or misappropriating any property, of another, with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

Truant:

Any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

Waiver:

A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

Weapons:

Georgia Law, O.C.G.A. § 16-11-127.1(a)(2) and § 16-11-106(a), defines weapons as any objects which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following things may be defined as dangerous weapons: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other bludgeon-type weapon, any stun gun, Taser, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor or razor blade, spring stick, metal knucks, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star or oriental dart or any weapon of like kind.

Internet Acceptable Use Definitions:

"Social Media Platform": "Social media platform" means an online forum that allows an account holder to create a profile, upload posts, view and listen to posts, form mutual connections, and interact publicly and privately with other account holders and users. Such term shall not include an online service, website, or application where the predominant or exclusive function is any of the following:

(A) Email;
(B) A service that, pursuant to its terms of use, does not permit minors to use the platform and utilizes commercially reasonable age assurance mechanisms to deter minors from becoming account holders;
(C) A streaming service that provides only licensed media that is not user-generated in a continuous flow from the service, website, or application to the end user and does not obtain a license to the media from a user or account holder by agreement to its terms of service;
(D) News, sports, entertainment, or other content that is preselected by the provider and not user-generated, and any chat, comment, or interactive functionality that is provided incidental to or directly or indirectly related to such content;
(E) Online shopping or ecommerce, if the interaction with other users or account holders is generally limited to the ability to upload a post and comment on reviews, the ability to display lists or collections of goods for sale or wish lists, and other functions that are focused on online shopping or ecommerce rather than interaction between users or account holders;
(F) Interactive gaming, virtual gaming, or an online service, website, or application that allows the creation and uploading of content for the purpose of interactive gaming, educational entertainment, or associated entertainment, and communications related to that content;
(G) Photograph editing that has an associated photograph hosting service if the interaction with other users or account holders is generally limited to liking or commenting;
(H) Single-purpose community groups for public safety if the interaction with other users or account holders is limited to that single purpose and the community group has guidelines or policies against illegal content;
(I) Business-to-business software;
(J) Teleconferencing or videoconferencing services that allow reception and transmission of audio and video signals for real-time communication;
(K) Cloud storage;
(L) Shared document collaboration;
(M) Cloud computing services, which may include cloud storage and shared document collaboration;
(N) Providing access to or interacting with data visualization platforms, libraries, or hubs;
(O) Permitting comments on a digital news website if the news content is posted only by the provider of the digital news website;
(P) Providing or obtaining technical support for a platform, product, or service;
(Q) Academic, scholarly, or genealogical research where the majority of the content is created or posted by the provider of the online service, website, or application and the ability to chat, comment, or interact with other users is directly related to the provider's content;
(R) Internet access and broadband service;

(S) A classified advertising service in which the provider of the online service, website, or application is limited to all of the following: (i) Permitting only the sale of goods; (ii) Prohibiting the solicitation of personal services; (iii) Posting or creating a substantial amount of the content; and (iv) Providing the ability to chat, comment, or interact with other users only if it is directly related to the provider's content;

(T) An online service, website, or application that is used by or under the direction of an educational entity, including a learning management system, student engagement program, or subject- or skill-specific program, where the majority of the content is created or posted by the provider of the online service, website, or application and the ability to chat, comment, or interact with other users is directly related to the provider's content;

(U) Peer-to-peer payments, provided that interactions among users or account holders are generally limited to the ability to send, receive, or request funds; like or comment on such transactions; or other functions related to sending, receiving, requesting, or settling payments among users or account holders; or

(V) Career development opportunities, including professional networking, job skills, learning certifications, and job posting and application services.