CENTRAL

ELEMENTARY - HIGH SCHOOL

2026 - 2027

HAWKS

PARENT & STUDENT HANDBOOK

Grades PK-12th

DETERMINED TO ACHIEVE, DEDICATED TO SUCCEED

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School Website: www.talbot.k12.ga.us
E-mail for faculty and staff: First initial/Last name/Talbot.k12.ga.us
(ie) tfreeman@talbot.k12.ga.us

All schools in Talbot County School District are closed campuses. All visitors must report to the main office. Unauthorized person(s) found on school property will be prosecuted. (16-7-21 O.C.G.A.)

This document will be translated for you if needed. Please contact the Talbot County Board of Education at 945 North Washington Ave. (706) 665-8528.

Este documento puede ser tranducido para ustd. Por favor ilame al (706) 665-8528 (# de tele3fono) ovisite al Departamento de Education del condado de Talbot. Direccion calle occidental de Tyler.

A Message from the Administration

Welcome to the 2026–2027 School Year!

Dear Central Elementary - High School Families and Students,

It is my heartfelt pleasure to welcome you to a new school year at Central Elementary High School. Our school is a place where children are cared for, encouraged, and celebrated for who they are. We believe every child deserves to feel safe, valued, and supported, and we are committed to creating an environment where students can grow academically, socially, and emotionally.

At Central, we strive to build strong relationships with our students and families. We know that children thrive when school and home work together, and we are grateful for the trust you place in us each day.

Our staff is dedicated to nurturing each student's strengths and helping them discover new possibilities. We look forward to partnering with you as we create a year filled with learning, joy, and meaningful growth.

With care and appreciation,

Michael D. Coley, Jr

Michael D. Coley Jr., Ed.S.
Principal

ARTHUR L. SMITH, III

CHIEF JUDGE OF SUPERIOR COURTS

GOVERNMENT CENTER
P.O. BOX 1340
COLUMBUS, GEORGIA 31902-1340

TELEPHONE
706/225-4273
FACSIMILE
706/225-4569

August 1, 2026

Dear Parent or Guardian,

On behalf of the Superior Courts of Chattahoochee, Harris, Marion, Muscogee, Talbot, and Taylor Counties, I wish to welcome you to a new school year and confirm that school attendance is mandatory in the State of Georgia. Regular student attendance is a basic requirement for academic progress, as we all know. Attendance is linked closely to lifelong learning and productivity. It is well established that frequent or chronic absences, late arrivals and truancy place a child at a severe disadvantage, both in school and in endeavors later in life.

With these considerations in mind, you should know that your child's school is legally required to report students with excessive absences or late arrivals to your school's social worker for follow up and possible legal action.

Should such a referral occur, efforts will be made to help the family resolve attendance problems. If such efforts are unsuccessful, it shall be the duty of the social worker to file proceedings in Juvenile Court or take other legal steps to ensure compliance with Georgia's compulsory attendance laws.

Your child's school realizes that occasional absences or tardiness are necessary or even unavoidable because of illness or family emergencies; however, your student will be responsible for all assignments and homework covered during the absence. If a student needs the teacher's assistance to understand missed material, the teacher will usually be glad to assist the student at a pre-arranged time before or after regular class hours. Generally, it will not be possible for the teacher to stop class or interrupt instruction to accommodate students who are absent or tardy as this would be unfair to other students.

I hope that you and your student have a great academic year and that you will call upon your school with any questions or concerns.

With best regards,

Arthur L. Smith, III

Arthur L. Smith, III
Chief Judge of Superior Courts
Chattahoochee Judicial Circuit

ALS, III/lb

Vision Statement

The Talbot County School System will provide quality learning experiences by striving to create an environment in which every student has the opportunity to reach his or her maximum potential.

Mission Statement

"Meeting the Standards and Reaching Beyond"

School Motto:
"Determined to Achieve -Dedicated to Succeed"

Central Elementary/High School Belief Statements

- Student learning is the chief priority of the school.
- Teachers are committed to the belief that the higher the standards, the higher the performance.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed learners.
- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- A students' self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
- Schools need to function as a learning organization to promote opportunities for all those who have a stake in the success of the school to work together as a community of learners.
- Good classroom management is a must for quality learning experiences to occur.

School Pride

Central Elementary-High School has a rich heritage. The programs, facilities, staff, and students are among the finest in this part of the country. You are encouraged to take interest in our school and its activities. Be proud of our school. Contribute in some way to make Central Elementary-High School remain a school that you and the community can show off and speak of with pride.

School Colors

Royal Blue, Gold and White

School Mascot:

Hawk

School Spirit

School spirit means loyalty to all functions of the school. A loyal student supports the school and does the utmost to keep his/her scholastic and activity standards at the highest possible level.
School Spirit may be divided into three categories:

- Courtesy towards teachers, fellow students, parents and all visitors,
- Pride in everything our school endeavors to accomplish and has accomplished, and
- Sportsmanship.

Visitors

For the protection of the students, faculty and staff and the security in the school, it is required that any person entering the campus during normal operation hours report to one of the offices before going to any other part of the school. The office personnel will issue an official visitor's pass. Once your visit is complete, please return the visitor's pass to the office.

Teachers and students work on a planned schedule and program. If parents wish to have a conference with school personnel, prior appointment is required. Contact the school or individual teacher to schedule appointment.

Persons loitering on school grounds or in the school building (with or without an official visitors pass), causing disruption of school activities, or damage to school property will be requested to leave the premises and local authorities will be notified. No students will be allowed to leave the building with a visitor unless it has been approved through one of the school offices. Visitors, including parents, may not take a student from the building without contacting office personnel.

Board Policy for Visitors to School

The board encourages parents to visit the school and welcome visitors in our system. All visitors on school campuses must check in at the principal's office before going to any other part of the school campus.
A parent visiting the school for any purpose should go directly to the school office.

Conferences with the principal, the teachers, or the counselor may be arranged by calling the school office or the counselor's office and requesting an appointment. Conferences with classroom teachers will not be scheduled during hours when the teacher has a teaching assignment.

No unauthorized visitors will be allowed during the school day. Any person who needs to see any student or teacher must check with the principal's office for approval.

In accordance with state law, it shall be unlawful for any person to disrupt or interfere in the operation of any school within the Talbot County School System. Any person violating this provision shall be prosecuted for a misdemeanor.
(Adopted 2/12/2002).

Right to Know Professional Qualifications of Teachers and Paraprofessionals

Dear Parent,

In compliance with the requirements of the Every Students Succeeds Act, the Talbot County School System would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:

- Whether the student's teacher-
  *has met State qualification and licensing criteria for the grade Level 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 certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact the principal, Mr. Jonathan Taylor (706) 665-8528, jtaylor@talbot.k12.ga.us.

Sincerely,

James Short

James Short
Director of Federal Programs

Nondiscrimination Policy

It is the policy of the Talbot County Board of Education not to discriminate on the basis of sex, race, creed, religion, national origin, disability, or handicap in its employment policies, educational programs, or, activities under which it operates; and to honor all appropriate laws relating to discrimination.

The School District does not discriminate on the basis of race, color or national origin, sex or disability in any student program. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations.

**** In the case of an emergency, parents may contact the School (706-665-8577/8578 /8579) or refer to the website. <www.talbot.k12.ga.us>**

Inquiries regarding nondiscrimination policies should be directed to:

James Short, Title II Coordinator
945 N. Washington Ave.
Talbotton, GA 31827
(706) 665-8528

Leticia Cook, Title IX Coordinator
945 N. Washington Ave.
Talbotton, GA 31827
(706) 665-8577

Daphne Daniels, Section 504 Coordinator
dmathis@talbot.k12.ga.us
945 N. Washington Ave.
Talbotton, GA 31827
(706) 665-8577 ext. 114

Talbot County School District
Parent and Family Engagement Policy/Plan

Local Educational Agency (LEA) District Level
2026-2027

In support of strengthening student academic achievement, Talbot County School District receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by Section 1116(a) (2) of the Every Student Succeeds Acts (ESSA). The policy establishes the LEA's expectations and objectives for meaningful parent and family engagement and describes how the LEA will implement a number of specific parent and family engagement activities, and it is incorporated into the LEA's plan submitted to the Georgia Department of Education.

The Talbot County School District agrees to implement the following requirements as outlined by Section 116.

*The school district will put into operation programs, activities, and procedures for the engagement of parents and family members in all of its schools with Title I, Part A programs. These programs, activities and procedures will be planned and operated with meaningful consultation with parents and family members of participating children.

*Consistent with Section 1116, the school district will work with its schools to ensure that the required school-level parent and family engagement policies meet the requirements of Section 1116 (b) of the ESSA, and each include as a component a school-parent compact consistent with Section 1116(d) of the ESSA.

*In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, limited literacy, disabilities, of migratory children, who are economically disadvantaged, or are of any racial or ethnic minority background, including providing information and school reports required under Section1111 of the ESSA in an understandable and uniform format including alternative formats upon request and, to the extent practicable, in a language parents understand.

If the LEA plan for Title I, Part A, developed under Section 1112 of the ESSA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

The school district will be governed by the following definition of family engagement and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition in Section 8101 of the ESSA:

> Family engagement means the participation of parents in regular, two-way, and meaningful communications involving student academic learning and other school activities, including ensuring:
> (A) Parents play an integral role in assisting their child's learning
> (B) Parents are encouraged to be actively involved in their child's education at school
> (C) Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child
> (D) Other activities are carried out, such as those described in Section 1116 of the ESSA

DESCRIPTION OF HOW THE DISTRICT WILL IMPLEMENT REQUIRED LEA PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

JOINTLY DEVELOPED

The Talbot County School District will take the following actions to involve parents and family members in jointly developing its LEA plan under Section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of Section 1111(d) of the ESSA:

Our parents/community are encourage to join our staff in developing and assessing the CLIP (Comprehensive LEA Improvement Plan) and the Title I Parents and Family Engagement Plan. Parental and community feedback is critical and therefore considered strongly when designing and up-dating plans and policies. Parental Annual community surveys are also sending strong messages to our staff as to what is working and what needs to be revised. Parents/community are invited to at least two meetings to submit input concerning the Title I Parent Engagement Plan and the CLIP. The title I office will file agendas, sign-in sheets and comments pertaining to the meeting. If parents are unable to attend the meeting, they can obtain a draft copy of the Title I Family Engagement Plan/CLIP from the school offices and mail or call in the comments to the Federal Programs Directors.

TECHNICAL ASSISTANCE

The Talbot County School District will provide the following coordination, technical assistance, and other support necessary to assist build capacity of all Title I, Part A schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education:

We strongly believe that the coordination and implementation of parental involvement activities support the success of the whole-child. The Family Engagement Coordinator and Title I Director will support the school with engaging parents in their child's education. Coordinators and integration of programs and activities will be included in consultations if applicable Special Education, Neglected and delinquent, ESOL, Homeless, Head start, Pre-K, Community/State agencies (Family Connection). The district office will frequently communicate with the school via visitations, meetings, email, phone calls, and memos to discuss trainings, meetings, and events for Title I Parent Engagement. Focus will include but not limited to training materials, informational materials, and access to the Parent Resource Center located at the school (Room #315). Each meeting at the beginning of the school year, we will seek volunteers to serve on the Title I Advisor Council. The school annually revises the school-parent-student compact. The compact is signed annually with understanding and participation by all parties. If the compact is

not acceptable by all parties, exceptions can be made.

ANNUAL EVALUATION

The Talbot County School Board will take the following actions to conduct, with the meaningful involvement of parents and family engagement policy in improving the academic quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The evaluation will also include identifying the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers and strategies to support successful school and family interactions. The school district will use the findings of the evaluation about its parent and family engagement policy to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, its parent and family engagement policies.

Parents are annually given the opportunity to participate in Title I written survey. The opportunity is given at meetings and school athletic events as well as via mail. All inputs comments and suggestion are collected: organized, and filed under the supervision of Title I Office. The school leadership team considers the feedback in their meetings as the school improvement plan is being revised. The leadership team uses the survey result to plan activities for parent engagement that will help parents to assist their student with academic/whole-child success. The Title I Parent Engagement Plan and Comprehensive Improvement Plan is reviewed and revised at least annually and more times if needed.

RESERVATOIN OF FUNDS

The Talbot County School Board will involve the parents and family members of children served in Title I, Part a schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent (if applicable) and will ensure that not less than 90 percent of the 1 percent reserved goes directly to Title I schools.

Talbot County's budget is under $500,000; therefore, the 1% reservation of funds does not apply for parent involvement activities. In the event the budget is over $500,000 allocation of the 1% will apply for parent involvement. Budgets are discussed and shared with parents at meeting to provide for continuous input throughout the year. The School Leadership team along with the Parent Involvement Committee will provide input for the Parent Involvement plan, annual activities and title I allocation expenditures. The Advisory Committee and Leadership Team includes school administration, teachers, staff, instructional coaches, Title I directors, parents and community members. All staff, parents and community leaders can attend the meetings.

COORDINATION OF SERVICES

The Talbot County School District will coordinate and integrate parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs: **(Insert programs, such as: Head Start or other public preschool programs, parent resource centers, and other program)** that encourage and support parents in more fully participating in the education of their children by:

Insert programs; (Sp. Ed, EIP (Early Intervention Program), Head Start, ESOL (English for Speaker of Other Language) and other programs as appropriate to support parents in giving meaningful support in educating their children. The Talbot County School System support the coordination and integration of services to support transition events and activities for students/parents, communication concerning transition and available resources are available in any easy to understand applicable language to parents via school web site, telephone, social media, (Facebook), parents, call center, local newspaper, flyers, parent/teacher conferences, workshops Resource Center). Annually during the spring, Head Start and Pre-K plans transition visits for parent and students to prepare Head start parents and Head start for transition to Pre-K, Pre-K staff meet annually with Pre-K parents/students to plan transition activities to prepare Pre-K parents/student for Kindergarten. Transition activities are also planned by the administrators and staff to support transition from elementary school to middle school and from middle school to high school. The Counselor supports all transition activities with a targeted focus on post-secondary activities/career pathway/dual enrollment.

BUILDING CAPACITY OF PARENTS

The Talbot County School District will, with the assistance of its Title I schools, build parents' capacity for strong family engagement by providing materials and training on such topics as literacy training and using technology (including education about the harms of copyright piracy) to help parents work with their children to improve their children's academic achievement. Assistance will also be provided to parents in understanding the following topics:

- The challenging State academic standards
- The State and local academic assessments including alternate assessments
- The requirements of Title I, Part A
- How to monitor their child's progress
- How to work with educators

Communication and participation is essential to ensuring education the whole-child. Meeting are provided to give parents the opportunity to gain important information about assessment that measure education and goals, standards, right and responsibilities related to Title I, assessment and ESSA. Reading, math and writing skill building is also including in meeting/workshop. Additionally methods for contacting the school and ways to monitor and set goals for students are addressed. Further information/guides for our parents are located in the Parent Resource Room, organized and supervised by the "Family Engagement Coordinator.

Activities/Events: Title I Night Info Night (orientation), Building Readers Newsletter (Literacy Tips for Parents), Grandparents Breakfast, Mother's Breakfast, Father's Breakfast, Scholastic Reading Night, Curriculum Night, Family Math Night, Family Literacy Night, Lunch n' Learn-Academic, Good Behavior, Attendance, Parent Workshops, Assessment and Test-taking skills, Georgia Performance Standards, Handouts/Flyers (Ways Parents Can See Their Child Succeed in School), School Communication Tools, roundtable forums), Doughnuts for Dads, Talk Time with Dads and First day Meet and Greet with Parent.

BUILDING CAPACITY OF SCHOOL STAFF

The Talbot County School District will, with the assistance of its schools and parents, educate its teachers, specialized instructional support personnel, principals, and other school leaders, and other staff in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and schools by:

The principal will create agenda/training for the staff and faculty to help promotes communicate and participation as equal partners in the education of their child. The Title I director have

provided technical, increasing the effective assistance to the principal.
Communication between the home and school is on-going with the district and school. Technical assistance will be provided in person to staff as least twice a semester addressing tips for communicating with parents and ways to improve the communication process. Continuous tips will be shared via email with staff.

BUILDING CAPACITY FOR INVOLVEMENT

The Talbot County School and District are committed to involving all parents in the process of educating their children. We support flexible meeting forms and various mode of communication to support parents as they commit to helping to educate all children.

- ✓ Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training
- ✓ Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training
- ✓ Paying reasonable and necessary expenses associated with family engagement activities, including transportation and child care costs, to enable parents to participated in school-related meetings and training sessions
- ✓ Training parents to enhance the involvement of other parents
- ✓ Maximize family engagement and participation in their children's education, arranging school meetings as a variety of times or conducting in-home conferences between teachers or other educators who work directly with participating children, with parents who are unable to attend those conferences at school
- ✓ Adopting and implementing model approaches to improve family engagement
- ✓ Establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs
- ✓ Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in family engagement activities

Test Security Policy/Plan

The Talbot County School System believes that test security is priority task related to the administration of all standardized tests and any violation of test security will be addressed administrative in a timely manner.

Both formal and informal assessments and testing measures are used in the Talbot County School System to provide diagnostic information, determine grade or program placement, to validate credits, to assess individual student performance, to provide information for counseling students, to assess student group and sub-group performance, and to provide information for curriculum planning and decision-making.

Testing Programs in Talbot County School System consist of the following:

- GAA (Georgia Alternative Assessment)
- GKIDS (Georgia Kindergarten Inventory Developing Skills)
- EOC (End-of-Course Tests)/EOG
- GMAS (Georgia Milestones Assessment System)
- EOG (End-of-Grade Tests)
- NAEP (National Assessment of Educational Progress)

All state-mandated tests are secure tests. Test Examiners are directly responsible for the security of the test. While test materials are in their possession, they must be kept in locked storage when not in use. Only authorized individuals should have access. At the conclusion of each day's testing, Test Examiners are responsible for returning all used and unused testing materials to the School Test Coordinator. Test materials may not remain in the classroom overnight.

All instances of test security breaches and testing irregularities must be report to the School Test Coordinator immediately. The incident is then investigated and reported to the superintendent. If questions arise, or if any situations occur that could cause any part of the test administration to be compromised, the System Test Coordinator should contact Assessment and Accountability as soon as possible.

State Student Assessment Violations are included in the attached checklist from the Georgia Professional Standards Commission.

Possible consequences for violation include the attached disciplinary actions from the Georgia Professional Standards Commission.

Talbot County Testing Procedures

Training

Testing coordinators are chosen and trained at the beginning of the school year. Orientation procedures follow the student assessment handbook as found on the GaDOE portal. Topics include test security, proctoring, return of test materials, testing irregularities, the role of the principal, the on-site testing coordinator, and teachers. In addition, the code of ethics is discussed, coding students, seating arrangement, test implementation plan, and who to report to, and accountability.

Monitoring

Each site testing coordinator must submit a test implementation plan no later than two days prior to testing. The plan must include what personnel will monitor the test environment. The procedure requires no more than one to thirty ratio. Proctors are strategically placed to observe student test behaviors. If the need arises for a student to go to the restroom, for example, testing materials are collected from the student and the student is escorted to the restroom by a proctor. Guidelines for test makeup followed according to the test examiners manual. Testing irregularities, when reported, are uploaded on the GaDOE portal. The system testing coordinator monitors each testing site for compliance.

The system tech coordinator works with the testing coordinator and administrators to ensure that all students have technology ready for on-line testing. Additionally, the tech coordinator verifies that the district network security including firewall and content filters are configured to work with the testing vendors to allow for test content and students responses to pass through the district network; completes all post testing tasks as stated in manuals, handbooks and guides.

Violations

All violations of procedures and ethics violation will be reported immediately to the testing director. The testing director will immediately notify the principal and superintendent. If necessary.

Central Elementary/High School
Parent Involvement Action Plan
2026-2027

- Parent Resource Room & Media Center: Open daily from 7:30 a.m. to 4:00 p.m. Parent materials & videos on how to help their children succeed in school
- ESOL Parent Night: If applicable, available throughout the school year
- Grandparents Breakfast
- Mother's Day Breakfast
- Father's Day Breakfast
- Scholastic Reading Night
- Literacy Night
- Lunch 'n' Learn: Monthly workshops for parent entitled "Parent Are Teachers, Too"; Building Homework Skills"; "Get Ready for the Parent Teacher Conference"
- Partners-in-Education classroom readers: Parents and community leaders read to students weekly
- Four Spotlight Conferences/PTA Meetings
- After School/Dinner Parental Involvement Workshops (various speakers and activities planned)
- Testing Taking Skills Workshop
- Building a Strong Family Foundation Workshop
- Georgia Student Finance Workshops
- Parents/Student Field Trips
- School Communication Tools
- Parent Round Table Forums
- Donuts for Dads
- Meet and Greet for Parents

Central Elementary – High School
2026 – 2027
School Calendar

Open House
July 30

Pre-Planning (Teachers)
July 23 – 31

First Day of School
August 3

Labor Day (Holiday)
September 7

Remote Learning Day
October 9

Fall Break
October 12 - 16

Remote Learning Day
November 20

Thanksgiving Break
November 23 – 27

Christmas Holidays
December 21 – January 1

Professional Learning (Teachers)
January 4

Remote Learning Day
January 5

Dr. Martin Luther King (Holiday)
January 18

Remote Learning Day
February 12

Winter Break
February 15 – 19

Spring Break
April 5 – 9

Last Day of School
May 26

Post Planning (Teachers)
May 27 – 28

Central High School
Bell Schedule
Grades 9th – 12th

7:30 am – 7:55 a.m.	Breakfast
8:00 a.m. – 8:55 a.m.	1st Period/Announcements
9:00 a.m. – 9:55 a.m.	2nd Period
10:00 a.m. – 10:55 a.m.	3rd Period
11:00 a.m. – 11:50 a.m.	4th Period
11:55 a.m. – 12:50 p.m.	5th Period
12:55 p.m. – 1:25 p.m.	Lunch
1:30 p.m. – 2:20 p.m.	6th Period
2:25 p.m. – 3:18 p.m.	7th Period

Central Elementary/High School
Faculty and Staff
2026-2027

Jonathan Taylor, Superintendent
Michael D. Coley, Jr., Principal
Daphne Daniels, Asst. Principal
Mrs. Brenda Walker, CTAE Director
Mr. James Short, Special Education/Title I

Pre-Kindergarten	Jacqueline Marshall
Kindergarten	Kacie Kitchen
First	Tiana Mcphee
Second	Mohammadi Begum Khan
Third	Niya Ferguson
Fourth	Mounika Rani Kanchanapally Champane Rodriguez
Fifth	Tammy Gregory
Early Intervention Program (EIP)	Wondalyn Cotton (K-2) Gloria Ramsey (3-5)
Sixth	Farhat Gull Lashayquan Collier
Seventh	Jane Towns Jeevankanth Vaddi

Eighth	Teresa Cannon
Special Education	Clayton Teat Ayesha Fatima Kalyani Rachcha Annie Coleman Shahanaz Mahammad Bernayla Sparks Sheela Narayanan Tanveer Syeed Prathia Goli J.C. Gary
English, 9-12	Jolee Benton TBA
Mathematics, 9-12	Johnson Rachcha Firdos Sayed
Science, 9-12	Rajesh Muppidoju Beena Mathew
Social Studies, 9-12	Curtis Moore William House
Career, Technical and Agriculture	Ja'Meshia Williams, Agriculture Ricardo Lawrence, Business Juan Flute, Cyber Security
JROTC	Maj. Gene England Chief Robert Altizer
Music/Fine Arts	Walter Emory
Spanish	Eduardo Pesante

Physical Education	Fred Cotton, High Terrick Phillips, Elem/Middle
Counselor	Tyrone Williams
Technology	Rodney Caldwell
Technology Specialist	Juan Flute
Media Specialist	Keniece Adams
Attendance Officer	Omenicia Marshall
Hawks Academy/ISS	Andrew Hall, Middle/High Frederick Wilson, Elem.
Clerical	Kasonya Banks, Middle/High Minnie Smith, Elementary
Central Office	Joy Andrews, Administrative Assistant Tandy Dorris, Payroll Torrence Freeman, CFO Jannie Graham, Human Resources
Academic Coach	Chavala Williams
School Base Literacy	Brittany Ford
School Nurse	Davetta Davis
Parent Coordinator	Debra Ayers
Parent Mentor	Dorothy Bass

Paraprofessionals	Nikita Carter Latoya Baldwin Frances Jones Tiffany Warner Wardell Willis LaTrecia Jones Peggy Hall Lakeviousmonyae Collier (PreK Teacher Asst.)
Behavior Aide	Shawana Owens Sharea Wilson
Bus Drivers	William Carter Michael Smith Larry Marshall Minnie Smith Pres Hall Tonja Renaud Preston Crawford Calvin Epps Theodore Baldwin, III Robin Wilson
Cafeteria	Andrea Mahone, Nutrition Director Audrey Allen, Assistant Manager Charlene Neal Candice Dickinson
Custodial	Miriam Samuels, Supervisor Walter Neal Jessie Heath Terri Denson Willie Leonard LaVivan Gamble Michael Gamble Larry Marshall

STUDENT

SERVICES

&

STANDARDS

Certificate of Immunization

TITLE 20. EDUCATION
CHAPTER 2. ELEMENTARY AND SECONDARY EDUCATION
ARTICLE 16. STUDENTS
PART 3. HEALTH

O.C.G.A. § 20-2-771. Immunization of students

(a) As used in this Code section, the term:

(1) "Certificate of immunization" means certification by a physician licensed under the laws of this state or by an appropriate official of a local board of health, on a form provided by the Department of Public Health, that a named person has been immunized in accordance with the applicable rules and regulations of the Department of Public Health.

(2) "Facility" means any public or private day-care center or nursery intended for the care, supervision, or instruction of children.

(3) "Responsible official" means a county school superintendent, a school principal, or a chief operating officer of a school or facility.

(4) "School" means any public or private educational program or institution instructing children at any level or levels, kindergarten through twelfth grade, or children of ages five through 19 if grade divisions are not used.

(b) No child shall be admitted to or attend any school or facility in this state unless the child shall first have submitted a certificate of immunization to the responsible official of the school or facility. The responsible official of any school or facility may grant a 30 calendar day waiver of the certification requirement for a justified reason. The waiver may be extended from the date of first admittance or of first attendance, whichever is earlier, for up to 90 calendar days provided documentation is on file at the school or facility from the local health department or a physician specifying that an immunization sequence has been started and that this immunization time schedule can be completed within the 90 day waiver period, provided confirmation is received during the waiver period from the health department or physician that immunizations are being received as scheduled, and provided the student under waiver is a transfer student, who is defined as a student who moves from an out-of-state school system to a Georgia school system, or a student entering kindergarten or first grade from out of state. The waiver may not be extended beyond 90 calendar days; and upon expiration of the waiver, the child shall not be admitted to or be permitted to attend the school or facility unless the child submits a certificate of immunization.

(c) The Department of Public Health shall promulgate rules and regulations specifying those diseases against which immunization is required and the standards for such immunizations. The school or facility shall maintain on file the certificates of immunization for all children attending the school or facility. All facilities shall file a report annually with the Department of Public Health. The report shall be filed on forms prepared by the Department of Public Health and shall state the number of children attending the school or facility, the number of children who did not submit certificates of immunization within the waiver period, and the number of children who are exempted from the certification requirement for medical or religious reasons.

(d) If, after examination by the local board of health or any physician licensed under the laws of this state or of any other state having comparable laws governing the licensure of physicians, any child to whom this Code section applies is found to have any physical disability which may make vaccination undesirable, a certificate to that effect issued by the local board of health or such physician licensed under the laws of this

or such other state may be accepted in lieu of a certificate of immunization and shall exempt the child from the requirement of obtaining a certificate of immunization until the disability is relieved.

(e) This Code section shall not apply to a child whose parent or legal guardian objects to immunization of the child on the grounds that the immunization conflicts with the religious beliefs of the parent or guardian; however, the immunization may be required in cases when such disease is in epidemic stages. For a child to be exempt from immunization on religious grounds, the parent or guardian must first furnish the responsible official of the school or facility an affidavit in which the parent or guardian swears or affirms that the immunization required conflicts with the religious beliefs of the parent or guardian.

(f) During an epidemic or a threatened epidemic of any disease preventable by an immunization required by the Department of Public Health, children who have not been immunized may be excluded from the school or facility until (1) they are immunized against the disease, unless they present valid evidence of prior disease, or (2) the epidemic or threat no longer constitutes a significant public health danger.

(g) The requirement of a certificate of immunization shall become effective for all children entering or attending facilities on or after April 7, 1981. The certification requirement shall apply to all children entering or attending schools:

(1) On September 1, 1981, for all such children entering or attending kindergarten or the first, ninth, tenth, eleventh, or twelfth grades, or of the equivalent ages if grade divisions are not used;

(2) On September 1, 1982, for all such children entering or attending all grades, or of all ages if grade divisions are not used.

(h) Any responsible official permitting any child to remain in a school or facility in violation of this Code section, and any parent or guardian who intentionally does not comply with this Code section, shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than $100.00 or by imprisonment for not more than 12 months. The Department of Public Health may adopt rules and regulations for the enforcement of this Code section. The Department of Public Health and the local board of health, or either of them, may institute a civil action in the superior court of the county in which the defendant resides for injunctive relief to prevent a threatened or continuing violation of any provision of this Code section.

GEORGIA ADMINISTRATIVE CODE
DEPARTMENT 511. RULES OF GEORGIA DEPARTMENT OF PUBLIC HEALTH
CHAPTER 511-2. DISEASE SURVEILLANCE AND CONTROL
SUBJECT 511-2-2. IMMUNIZATION OF SCHOOL CHILDREN

Rule 511-2-2-.02. Immunization Required.

(1) Except as otherwise provided, immunization against the following diseases shall be required of all children entering a school or childcare facility operating in the state:

(a) Diphtheria;
(b) Haemophilus influenzae type B (not required on or after the fifth birthday);
(c) Hepatitis A;
(d) Hepatitis B;
(e) Measles;
(f) Meningitis;
(g) Mumps;
(h) Pertussis;
(i) Pneumococcal (not required on or after the fifth birthday);
(j) Poliomyelitis;
(k) Rubella (German measles);
(l) Tetanus; and
(m) Varicella (chickenpox).

(2) A parent or guardian must submit a valid Certificate of Immunization for any child entering a school or childcare facility in the state of Georgia for the first time.

(3) School or childcare facility officials may allow a child without a valid certificate of immunization to attend for no more than 90 calendar days after the first day of attendance, provided that the parent or legal guardian either shows that that the child is in the process of completing required immunizations and that immunizations are being scheduled with the shortest intervals recommended in the current Official Immunization Schedules, or presents an affidavit of religious objection as provided in DPH Rule 511-2-2-.07.
Effective July 1, 2014, for entrance into Georgia school grades kindergarten through twelve, students must have a total of two doses of measles vaccine, two doses of mumps vaccine, one dose of rubella vaccine and a total of two doses of varicella vaccine.

(4) Children attending any childcare facility must show evidence of protection against pneumococcal disease.

(5) Children born on or after January 1, 2006 who are attending any childcare facility or school must have proof of protection against hepatitis A disease (vaccination or serology).

(6) Requirements for hepatitis A, hepatitis B, measles, mumps, rubella, and varicella vaccines may be waived with serologic proof of immunity. Requirements for varicella vaccine may be waived also with a healthcare provider diagnosis of varicella disease or healthcare provider verification of history of varicella disease.

(7) Effective July 1, 2014, children born on or after January 1, 2002 who are attending seventh grade, and children who are new entrants into a Georgia school in grades eight through twelve, must have received one dose of Tdap vaccine.

(8) Effective July 1, 2014, children born on or after January 1, 2002 who are attending seventh grade, and children who are new entrants into a Georgia school in grades eight through twelve, must have received one dose of meningococcal conjugate vaccine.

Effective July 1, 2021, children 16 years of age and older, who are entering the 11th grade (including new entrants), must have received one booster does of the meningococcal conjugate vaccine (MCV4), unless their initial dose was administered on or after their 16th birthday.

Meningococcal disease is a serious bacterial illness that affects the brain and the spinal cord. Meningitis can cause shock, coma and death within hours of the first symptoms.

If your teen has not been vaccinated against meningococcal disease, we strongly recommend getting your 11th graders, aged 16 years or older, vaccinated before starting the 2026-2027 school year. Getting MCV4 (meningococcal conjugate vaccine) now will help protect our child against the ongoing threat of meningitis, it will also meet the new school entry requirement.

Ask your pediatrician or local health department about other shots your child my need including:

*the human papillomavirus (HVP) series
*the tetanus, diphtheria, pertussis shot (Tdap or Td booster)
*an annual flu vaccine; and
*catch-up immunizations, including chickenpox, MMR (measles, mumps, rubella) and hepatitis B.

Special Dietary Needs

Students with special dietary needs, due to food allergies or illnesses, are required to have a written statement from a physician stating the dietary requirements. These dietary guidelines will be forwarded to the school nutrition staff.

Administering Medicine to Students

© Prescription medicines will be given to students by the school nurse only when prescribed and/or ordered by a physician and these guidelines are followed: School personnel must be informed by a written note from the parent directing that medication be given to students at school. Specific information regarding medicine, dosage, and time to be given must be clearly stated.

© Medication forms are to be completed by the physician and parent in cases of long-term medication (more than two weeks).

© All medication must be presented to the school office in a prescription labeled bottle, which will include student's name, date, instruction for administering, name of drug, and issuing physician.

© In accordance with HB 1031, a defibrillator (AED) is available in the nurse's office at Central Elementary-High School and at the Alternative School campus.

Non–prescription medicine will be given only for a short term duration (less than two weeks) and only when in the original container and accompanied by written parental request and instructions for administering.

Accidents and/or Illnesses

All students' accidents/illnesses should be reported to the nearest teacher who will then notify the office/nurse and file the appropriate report.

If a child is injured or becomes ill at school, the school nurse will give first aid. Parents then will be contacted in those cases, which are serious enough to warrant communication. If the school is unable to reach the parent, the emergency telephone numbers provided by the parents will be called in an effort to find someone to come for the child. Parents/guardians are strongly urged to assist the school by leaving current emergency telephone numbers to be used in the event that you are not available. However, if a parent or guardian cannot be contacted, the school will act in the manner considered to be in the best interest of the student. In severe cases, an ambulance may be called from the local EMS.

Student(s) must have a signed consent form from parent(s) or guardian(s) to be treated in the nurse(s) office. These forms can be obtained from the nurse(s) office.

The school is not responsible for payment or partial payment in cases where students are injured at school.

Your assistance in providing complete information on the enrollment card and keeping it current is urgently needed.

Sixty Second of Quiet Reflection

Opportunity for students to participate in a period of quiet reflection for not more than sixty (60) seconds is provided.

Pledge of Allegiance

Opportunity for students to participate in the Pledge of Allegiance is provided.

Character Education

Character Education is required for every student. Character education course content will be integrated into the regular curriculum.

Wise Skills **and** ***Life Lessons*** curriculums are a unique comprehensive school program that can incorporate a variety of character building activities including character education, career awareness, community service, conflict resolution, peer mediation, and parental involvement.

These programs are used in the following grades:

K – 2nd:	*Wise Words*
3rd – 5th:	*Wise Quotes*
6th – 8th:	*Wise Lives*
9th– 12th:	*Life Lessons*

Assembly Program Courtesy

Central Elementary – High School students must behave courteously at school assemblies. Students should give full attention to the performers on stage and show appreciation only through clapping hands. (Applause should be kept to a minimum and used only at appropriate intervals). Whistling, shouting, foot stomping, booing and other acts of discourtesy show lack of maturity, respect, and consideration and are not appropriate. They also reflect upon the good name and reputation of the entire student body. Visitors often form a lasting impression of our school and community by our behavior at assemblies.

Corridor Courtesy

An atmosphere of calmness is essential to the learning environment. Quiet voices, gentle handling of lockers, books, and desks are essential to a quiet atmosphere. While in the halls walk to the right, do not block traffic by standing in groups, do not discard trash on corridor floors, and remove paper found on floors. Sitting is not permitted in the hallways. (No student will be told or allowed to sit in the hallway unsupervised at any time.) Early arriving students will report to the cafeteria area.

Book bags

Students (grades. Pre-K – 12th) must carry clear or mesh book bags.

Lock/Lockers

Each student has the opportunity to rent an assigned lock and locker at the beginning of each school year. Students will not share lockers. You are to use only your assigned locker and students in violation of this policy will forfeit use of locker privileges for the remainder of the school year.

Locker/Lock fee is $5.00. The use of a locker/lock is with the understanding by the student and his/her parents that the school reserves the right to inspect lockers at any time without prior notice. It should be kept clean and locked. Locker inspection will be held periodically. Each student will be responsible for restitution for any damage to that locker and any lost locks. Students who lose locks are responsible for replacement and will not be allowed to carry book bags should locks become lost or stolen. Visitation to lockers shall not take place during class period without the principal's approval or written permission from teacher in emergency situations only.

Clubs and Organizations

All clubs and organizations at Central Elementary-High School will function on a self-sustaining basis. If funds are required to carry out activities, these funds must be provided by the sponsoring organization. No general activity funds will be used to subsidize activities of individual clubs and organizations. **All fund-raising activities must be approved by the local board of education.** Clubs and organizations will function in the name of Central Elementary/High School only if copies of the organization's bylaws have been reviewed and approved by the principal. All funds will be kept in the proper accounts. One secretary will be responsible for all accounts.

Senate Bill 413:

> **Clubs-**school sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. The following school sponsored clubs will be in operation during this school year. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization. For your convenience, a form is included in this handbook if you do not wish for your student to participate in the club you have designated on the form. If a club is added during the school year, you will be provided information on the club and your written permission will be required prior to your student's participation.
> The principal should strongly consider rotation of club sponsors when possible.

Campus Maintenance

Students are to assist in maintaining our school. All paper and trash should be placed in the proper receptacles.

Flowers, Gifts, and Balloon Deliveries

The school will not accept delivery of flowers, gifts, and/or balloons to students at any time during the school day. Parents and students should instruct businesses to deliver these items to the recipient's home.

Identification Program

All students will be issued an ID card. Student must wear ID during the school day at all times.

Each student must present his/her ID card in the media center when checking out materials and to the cashier at each meal service.

The first card will be given to each student free of charge. The replacement fee of $5.00 for a lost or stolen card is the responsibility of the student.

Leaving School Early/Check-Out

Students are not permitted to leave the school grounds at any time during the school day without a permit from the office. Students will present written request to the office and parent must be contacted before the student is allowed to leave (please include a telephone number where you can be reached). Reason(s) for checking out should be legitimate, the same as for excused absences. Any other reason will either not be honored or treated as an unexcused absence(s). Signing out when leaving campus is mandatory. Any student leaving campus without permission will be penalized accordingly. To be counted present, student(s) must report to school before 10:30am and must remain at school until 12:00 noon. Leaving school before 12:00 noon will count as an absence.

Cafeteria Policies

Breakfast and lunch will be served and eaten (only) in the cafeteria. All students must present their identification cards when exiting the serving area.

*All students must report to the cafeteria to eat their lunches. A student may bring his/her lunch from home. **Students are not allowed to leave school to purchase lunch or to receive outside food during the school day.**

*Each student may purchase additional food items along with their meal. Prices are posted in the kitchen.

*Eating/drinking in the corridors and/or classrooms will not be tolerated. Loud talking, noise making, and debris (trash) on the tables will not be tolerated. All students (K–12) are required to sit with their assigned class at lunch and be supervised at all times.

NOTE: Each menu is prepared in accordance with USDA guidelines

Media Center

The media center provides a service which functions to satisfy the interests and need of each student. ID cards must be presented to check out books, materials, and to access the Internet. An Internet User Policy form must be signed and on file stating that you will use the Internet for educational purposes only.

The media center is accessible to individual students and groups throughout each day of the school year. The media center opens at 7:30 a.m. and closes at 3:30 p.m. The media center may be open beyond 3:30 p.m. on selected days (depending upon funding). The days and hours will be announced. During homeroom and class time, students must have a pass from supervising teacher.

A School Store is also housed in the Media Center. It provides such supplies as paper, pencils, pens, disc, etc. for a fee.

Parking Procedures

Students have the privilege of driving vehicles to school. Each vehicle must be registered and a parking permit placed on the front window, upper left-hand corner. The owner and any occupant (s) of a vehicle are responsible for all regulations being followed by of his/her vehicle. The following rules apply:

© Cars must be operated in accordance with state and local laws, common rules of courtesy, and consideration of others. All students must be: (1) licensed, (2) covered by insurance and (3) parked no later than 7:55 a.m.
© A copy of driver's license and insurance must be on file in the main office.
© Parking is limited to designated student parking areas.
© Vehicles must be parked immediately upon entering the campus and all occupants must vacate the vehicle promptly. All students must leave the parking area(s) immediately and enter the building.
© There is to be no loitering or visiting in the parking areas without permission from the principal. Students are not to return to any vehicle during the day without the written permission of the principal.
© The school is not responsible for the vehicle or its contents.
© Students must obtain a parking permit from the main office.
© Students must have a valid driver's license to obtain a parking permit.
© Vehicles not complying with parking regulations will be subject to being towed at the owner's expense.
© **Middle school students are not allowed to drive to school.**
© When parking privileges are suspended, cars of those suspended will be towed if they are on campus.
© If decal is lost, student(s) must immediately buy a replacement.

Parties

Students in grades K – 5th are allowed two (2) parties per year. Birthday parties are not allowed during the school day. Grades 6th – 12th are prohibited from having parties.

Restroom Policy

Students must adhere to the following rules when going to the restroom. Constant or extreme use will require a note from a physician.

- Have a pass;
- Use the restroom properly (the one nearest your classroom);
- Do not play, climb, smoke, or write on the walls; and
- Return immediately to your classroom.

School Closing Procedures

The school administration reserves the right to initiate special procedures during the school year and during the final days of the school to ensure a safe environment conducive to learning. Administrative discretion may take precedence over policy during this period.

School Insurance

Students participating in any extra curricula activities (e.g. band, softball, football, basketball, track or cheerleading) must provide signed evidence that they are covered by adequate insurance. Athletes are highly encouraged to secure the appropriate insurance, or they will not be permitted to participate in any extra curricula activities. **Central Elementary/High School is not responsible for payments to doctors and/or hospitals for treatment of a student.**

School Pictures

School pictures will be taken throughout the school year. All picture packages are pre-paid and students will not be allowed to take pictures without payment. Independent private vendors take pictures at our school. All picture concerns must be addressed to them directly.

HB 1190 – Section 10

Code Section 20-2-690.1 Mandatory Education for Children

Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilt of misdemeanor and, upon conviction thereof, shall be subject to a fine not less than $25.00 and not greater than $100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence without response, the school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. Public schools shall provide to the parent, guardian, or other person having control or charge of each child enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians, other persons having control or charge of children. The parent, guardian, or other person who has control or charge of a child or children shall sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are age ten years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, to such parent, guardian, other person who has control or charge of a child, or children. Public school shall retain signed copies of statements through the end of the school year."

Student Attendance Policies

The State Compulsory School Attendance Law requires any child from six through sixteen years of age, who is mentally and physically able to attend school on a regular basis, so long as that student abides by the rules and regulations of the local board of education.

The importance of regular attendance on the part of each student can scarcely be overstated. While bona fide illness and family emergencies must be taken into account, satisfactory progress cannot be expected of students who do not attend school regularly.

Attendance Rules and Procedures, and Forfeiture of Credits

1 Absence from school will be excused for (1) illness, (2) emergency family matter, (3) death in the family, (4) dental and medical appointment, when appointment at other time is not possible, (5) court appearance, (6) one-half day for school permit, and (7) absence for other not stated above if accompanied by a note from a parent or guardian.

2 All excused absences must be verified by a telephone call or a note from the parent(s) or physician. For prearranged absences, teachers of classes from which the student will be absent must be contacted for appropriate assignments within a reasonable time prior to the absence and the teachers' signatures obtained on the prearranged absence form that is obtained from the office. The form is then returned to the office. All absences, which can reasonably be foreseen, are to be approved by the use of the prearranged absence form.

3 Absences from school for any reason other than the above mentioned will not be excused by the school unless it is cleared in advance by the school. If there is any doubt about the absence being excused, call the school office.

4 Excessive absence and/or tardy, excused or unexcused, and forfeiture of credit:

◊ **Warning**: Any student, who for any reason, is absent for three consecutive days and/or tardy four times consecutively from a semester course will be referred by the teacher to the school office. The attendance officer will notify the parent/guardian by telephone confirming with a letter in the mail for signature. However, when the student has received five (5) absences (an accumulation of absences and tardiness) a certified letter will be mailed and the school office within five working days may make a telephone call contact to parent/guardian. The school office will keep documentation of all parental contact in the student's folder.

◊ Forfeiture of credit: A student who, for any reason, is absent ten times from a semester course will forfeit credit for the course unless there are chronic health conditions of special considerations involved, which must be verified by the administration. A physician's statement will determine the validity of each absence for illness over the maximum allowed. If the building principal determines that there are definitely ten (10) absences, excused or unexcused, as shown by the school

records, and that on review none were due to extenuating circumstances, that credit should be taken away, on the date of the decision, prepare a written charge and a summary of the evidence supporting the charge and shall file it with the superintendent. The superintendent shall then follow the procedures in board policies.

General:

- ◊ Students who become ill at school must check-out through the nurse. Students leaving school for any other acceptable reason must be cleared in advance by a telephone call or note from the parents and check out at the office.
- ◊ Any absence not specifically excused by the school will be considered one of the unexcused absences listed above. Students participating in regularly sanctioned school activities under the supervision of a school staff member shall not be considered absent from school on their permanent records.
- ◊ **Tardiness:** Students should make every effort not to be tardy to school or class. Three (3) tardies from a class will equal one (1) absence. Tardiness interrupts class work of fellow students and robs teachers of available and valuable instructional time. Late students (bus or otherwise): must check in at the school office for an admittance slip and then report to your classroom teacher. If you do not follow this plan, you will be considered skipping class. Students who are tardy for more than fifteen minutes of a class will be counted absent for that class.
- ◊ The secretary will issue an admit slip after receiving a written excuse for being absent. Excuses will be filed in the student's folder in the office. The admit slip will be presented to each teacher for their signature. The last teacher signing the slip will submit it to the principal.

Student Attendance Protocol Committee

Representatives from the following agencies comprise the Talbot County School System Student Protocol Attendance Membership Committee and will participate in establishing policy to govern student attendance protocol:

Official Jurisdiction:

--- Chief Judge of the Superior Court

Committee Members:

--- Attendance Officer
--- Counselor
--- Principal/Assistant Principal
--- Teachers

Purpose

As responsible citizens, we recognize the relationship between daily school attendance, school performance, graduation and acceptable workplace habits. We also know that the amount of time actually spent in class is a good indicator of a student's academic success. Each tardy of absence means a student has lost an opportunity to learn.

In order to address truancy and attendance, Georgia State law (HB 1190) now requires that communities and schools work together to address truancy through the recommendations of their local Student Attendance Protocol Committee. The committee has two goals set forth in the law:

--- Ensure coordination and cooperation among officials, agencies and programs involved in compulsory attendance issues to reduce the number of unexcused absences from school.
--- Increase the percentage of students who take tests required under the state law. This student attendance protocol is written as required by the State of Georgia (HB 1190) in an attempt to improve student attendance through the use of targeted strategies and interventions for reduction of unexcused absences and truancy.

Operational Authority

The Student Attendance Protocol Committee (SAPC) is operational under the authority of the chief superior court judge as defined in O.C.G. A. 20-2-690.2. Following adoption of this written protocol and filing with the Georgia Department of Education, the SAPC will meet quarterly during its first year and twice annually thereafter for the purpose of evaluating compliance, effectiveness and to modify the protocol as deem appropriate.

The Student Attendance Protocol Committee (SAPC) will meet the third Tuesday in September and the third Tuesday in April in conjunction with the Family Connection Partnership at 127 Washington Street.

Tardy and Early Checkouts

Tardy to school – Any student arriving at school following the signal established by the principal and intended 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 areas following the signal to begin school will be considered tardy to school.

Elementary School Tardy Walk-In Procedure

The parent or guardian who brings the student to school must park in a designated parking spot and report to the front office in person with the student(s) to check the student(s) in when arriving to school after the bell.

Middle/High School Tardy Procedure

The student must report to the front office to check in when arriving to school after the bell.

Tardy to class – A student is "tardy to class:" when he/she arrives to class following the signal to begin class, indicate the beginning of instructional time.

Excused tardy – A tardy resulting from events beyond a student's control, such as an accident, road closed due to emergency, area power outage, late bus, or other excuses determined by the principal of his/her designee as appropriate. Documentation is required to excuse a tardy.

Early Checkout – Leaving school prior to the end of instructional time and/or the end of the school day

--- **Excused**: Early checkout(s) for a verified emergency, a serious illness or the death of an immediate family member (father, mother, sister, brother, grandmother, grandfather), school sponsored program, visits to schools of higher learning and/or when serving as a Georgia Page in the General Assembly. Documentation is required to excuse an early dismissal. Records will be kept at each school to document the number of days a student missed due to early checkouts.

--- **Unexcused**: Excessive incidents of unexcused early checkouts will result in disciplinary action or referral to the SST as the principal deems appropriate.

--- Students missing more than fourteen (20) days per year in grades K-8 and seven (7) days per semester in grades 9-12 in a class will lose credit for the course. Reference the Parent-Student Handbook for appeal procedures.

Unexcused Tardies and Early Checkouts

Students accumulating three (3) days of unexcused tardies will receive a referral to the principal of his/her designee. Students establishing a pattern of early checkouts

will be referred to the principal or his/her designee for disciplinary or other appropriate action. Students leaving early or arriving late to class may be counted absent from the class or classes missed if they are not present for the entire instructional period.

Consequences and Penalties for Unexcused Tardies and/or Early checkouts

The principal of his/her designee may assign consequences and penalties for unexcused tardies and/or early checkouts.

Truant Student

Definition or terms:

Truant – Any student subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences.

Suspension – School days missed as a result of school suspension shall not count as unexcused days for the purpose of determining student truancy.

Excused Absences

The Talbot County Board of Education shall adopt policies and procedures excusing students from school under the following circumstances, as a minimum:

--- Personal illness (excessive or extended absences of three (3) days or more will require an excuse from medical doctor.)
--- Circumstances where attendance in school endangers a student's health or the health of others.
--- Serious illness of deaths in a student's immediate family (father, mother, sister, brother, grandmother or grandfather)
--- A court order or an order by a governmental agency, including per-induction physical examinations in the armed forces, mandating absences from school.
--- Observing religious holidays, necessitating absence from school.
--- Conditions rendering attendance impossible or hazardous to student health of safety.
--- Students serving as pages of the Georgia General Assembly.

Grades and Absences

Final student course grades shall not be penalized because of absences if the following conditions are met:

--- Absences are justified and validated for excusable reasons.

--- Make-up work for excused absences was completed satisfactorily. Make-up work will be provided for excused absences only.

Students who do not provide a validated excuse for absences will not be allow to make a

grade higher than 70 on any assignment missed. It will be the students responsibility to consult with teacher on all assignment missed. All assignments must be made up within 5 days of returning to school.

Absence Reduction Plan

The Talbot County Board of Education will adopt the following policies and/or procedures to reduce the unexcused absences:

Parental Notification/Statement of Receipt

--- The school system will provide the parent(s), guardian(s), or other person(s) having control or charge of each student enrolled in public school with a written summary of possible consequences and penalties for failing to comply with compulsory attendance.

--- By September 1 of each school year or within thirty (30) days of student's enrollment in the school system, the parent(s), guardian(s), or other person(s) having control or charge of such student must sign a statement indicating receipt of such written statement of possible consequences and penalties. O.C.G.A. 32-2104.

--- Students age 10 or older by September 1 must sign a statement of possible consequences for non-compliance with local school compulsory attendance policy and protocol.

Consequences and Penalties for Violation of Compulsory Attendance

The principal or his/her designee will assign consequences and penalties for unexcused absences and/or early checkouts whenever it is deemed appropriate. Consequences and penalties may include, but are not limited to the following:

--Upon the occurrence of the third unexcused absence in the school calendar year in grades K-8 and per semester in grades 9-12, contact with the student's parent(s), guardian(s), or other person(s) who has control or charge of the student will be made and documented by the principal of his/her designee.

--With the occurrence of five (5) accumulated absences, written notifications of the penalties as consequences of such absences will be made.

--After five unexcused absences in the school calendar year in grades K-8 and semester in grades 9-12, each subsequent absence will constitute a separate offense.

Notification

The school will make two (2) reasonable attempts by telephone, conference, letter or other appropriate means to notify the parents(s), guardian(s), or other person(s) who has control or charge of the student notifying them that excessive absences have occurred and of the penalties and consequences for violation of compulsory attendance. A

separate notification will be made for every unexcused absence after a student has accumulated five unexcused absences.

If two (2) reasonable attempts to notify the parent(s), guardian(s) or other person(s) who has control of charge of the student have been unsuccessful, the school will send written notice via certifies mail with return receipt requested. Such notification will include a reminder of previous notifications made to the parent(s), guardian(s) or other person(s) having control or charge of each student enrolled in public school containing a written summary of possible consequences and penalties for failing to comply with compulsory attendance.

Ten (10) unexcused absences in an Academic year in grades K-8 and in grades 9-12

Students who accumulate ten (10) or more unexcused absences will receive one or more of the following consequences:

--- Students will be brought before the Student Attendance Protocol Committee.

--- Students will attend the Attendance Recovery Program

--- Parents and students will be reported to the proper authorities for truancy and could face a fine of up to $100.00, imprisonment of up to thirty (30) days, and/or community service. O.C.G.A. 20-2-690.1.

Attendance Recovery Program (ARP)

Program Overview

The **Attendance Recovery Program (ARP)** provides students with an opportunity to recover full or partial day absences by participating in structured learning sessions outside the regular school day. The goal is to promote academic success, improve attendance rates, and prevent loss of credit due to excessive absences, while reinforcing core instructional content.

Program Objectives

- Provide an equitable opportunity for students to recover lost instructional time.
- Support academic engagement and reduce course failure due to absenteeism.
- Improve school attendance rates and comply with state/district attendance accountability policies.
- Promote student responsibility and accountability.

Eligibility Criteria

Students are eligible to participate if they meet the following:

- Have unexcused or excused absences that exceed the district's attendance policy threshold for credit retention or promotion.
- Are not currently under disciplinary suspension during the ARP session.
- Submit a signed parent/guardian consent form and complete any required pre-program orientation.

Program Structure

Element	Description
Program Name	Attendance Recovery Program (ARP)
Schedule	After-School Tuesday & Thursday (3:30 PM – 5:30 PM)
Location	On-campus (designated classrooms/computer labs)
Staffing	Certified teachers or trained support staff (compensation with time)
Instructional Time	A minimum of 6 hours equals 1 full day of absence recovery
Curriculum	Core subject reinforcement, digital learning modules, guided study
Documentation	Attendance logs, student participation records, and completed instructional tasks
Parent Involvement	Parent permission form; updated attendance completion

---

Procedures for Enrollment

1. Student identified by the attendance clerk or counselor for eligibility.
2. Parent/guardian receives ARP invitation and consent form.
3. Student attends ARP sessions as scheduled and completes academic requirements.
4. ARP staff verify attendance and submit documentation for absence recovery to the registrar.

Data & Evaluation

- Number of students enrolled and sessions completed
- Attendance improvement pre- and post-ARP

Review Cycle: Quarterly evaluation for program improvement and staffing adjustments.

ARP Guidelines

- Students are only allowed to recover unexcused and excused absences.
- Students are NOT allowed to make up Out of School Suspensions.
- Students who recover an absence are not eligible for perfect attendance.
- The make-up day must be within "30 school days" from the date of absence and must be made up before the end of the academic year.
- The unexcused or excused absence must be changed in PowerSchool to DMU (Day Made Up) within five (5) days of the student attending the ARP.
- Attendance Recovery is carried out beyond the normal school day (After School).
- The time spent in ARP should be devoted to curricula aligned with Performance Standards and may be delivered through computer-assisted instruction.

Student Withdrawal from School

The school system is authorized to withdraw a student for the following reasons when the student:

--- Has missed more the ten (10) consecutive days of unexcused absences.
--- Is not subject to compulsory school attendance.
--- Is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individual Disabilities Education Act (IDEA).
--- Has been expelled due to a decision rendered in a tribunal hearing. O.C.G.A. 20-2-750-759.

Parental Notification of Student Withdrawal

The superintendent or his designee shall use his best efforts to notify the parent(s), guardian(s), or other person(s) having control or charge of a student if the school system plans to withdraw such student who is younger than eighteen (18) years of age and is not subject to compulsory school attendance.

The school system is authorized to withdraw a student subject to compulsory attendance only if the local superintendent or designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program.

Monitoring

The principal will review attendance records at the end of each school year for the purpose of identifying students for attendance monitoring at the start of the next school year. Students referred to SST for violation of compulsory attendance during a school year will be considered as an active referral for continued monitoring at the beginning of the next school year.

Guidance

The Counselor will provide guidance services for all students as needed at each grade level.

Telephone

Students will not use the office phones for personal calls nor will they be called out of class for calls except in case of an emergency, nor will CELL phones be used by students during the regular school day for any reasons (See Cell phone policy).

Textbooks

All basal textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students are required to pay for lost or damaged books. Students will be issued required books for classes with assigned numbers. Students are required to bring textbooks to class every day. Teachers will notify parents when a student does not bring books to class. Comment may be documented on report cards.

School Admissions **Descriptor Code: JBC**

I. **Definitions**

The terms used in this policy shall be defined as such terms are defined in State Board of Education Rule 160-5-1-.28 Student Enrollment and Withdrawal ("state enrollment rule") or applicable state or federal law or regulation.

II. **Age Eligibility for Enrollment**

The following individuals are eligible for enrollment in the school system:

1. Students who have attained the age of five by September 1, unless they attain the age of 21 by September 1 or they have received high school diplomas or the equivalent, provided they have not dropped out of school for one quarter or more as prescribed in O.C.G.A. § 20-2-150.
   Students who have dropped out of school for one quarter or more are eligible to enroll unless they attain the age of 20 by September 1.

2. Special education students with IEPs may attend through the age of 21 or until they receive a regular high school diploma.

3. Students who were legal residents of one or more other states or countries for a period of two years immediately prior to moving to Georgia and were legally enrolled in an accredited public kindergarten or first grade may be enrolled if they will attain the age of five for kindergarten or six for first grade by December 31 and are otherwise eligible for enrollment.

III. Authorization to Enroll Eligible Students

1. The student's parent, legal guardian, or other person enrolling the student under the provisions of O.C.G.A. 20-2-690.1 (or the student in the case of an emancipated minor) must be a resident of the school district.

2. Unless otherwise provided for by this policy or state law or rule, if the person enrolling a student is not the parent and does not hold legal guardianship, the person enrolling the student must furnish documentation as to why the student is living with the "other person".

3. A non-custodial parent or registering person acting in loco parentis under the authority of a power of attorney properly executed by a parent or guardian serving in the military shall be allowed to enroll a transitioning military child and perform all other actions requiring parental participation and consent. Children of transitioning military families shall be enrolled and placed in accordance with the requirements specified in the state enrollment rule.

4. A grandparent who resides in the school district and who has a properly executed power of attorney for a minor child may enroll such grandchild, without court approval, if the specific conditions set forth in state law are met. The grandparent empowered to enroll the child shall have the same rights, duties, and responsibilities that would otherwise be exercised by the parent, except where limited by the executed power of attorney or federal law.

5. Homeless children and unaccompanied youth, as defined in the state enrollment rule and the McKinney-Vento Act, shall be enrolled immediately with the assistance of the district's homeless liaison, as needed, and placed in accordance with the requirements specified in the state enrollment rule.

6. Students in the physical or legal custody of the Department of Human Services (DHS) or the Department of Juvenile Justice (DJJ), students placed by DHS or DJJ in a residential facility within the school system, foster children awaiting permanent placement, immigrants, non-visa-holders, and non-immigrant, foreign students on various visas who meet age and residency requirements will be enrolled and placed in accordance with the requirements specified in the state enrollment rule. The school system is not responsible for making determinations regarding students' immigration and visa status.

IV. Required Enrollment Documentation

1. **Age Verification** - The school system requires evidence of the student's date of birth and accepts as evidence a certified copy of a birth certificate, a certified hospital issued birth record or an alternate document from the prioritized list in the state enrollment rule.

2. **Immunization Certificate** – The school system requires proof of immunization as required by O.C.G.A. 20-2-771, which includes an exemption for religious grounds.

3. **Nutritional Screening and Eye, Ear and Dental Exam Certificate** - The school system complies with the provisions of O.C.G.A. 20-2-770 concerning nutritional screening and eye, ear, and dental examinations of students entering the first grade.

4. **Social Security Number** - The school system complies with the provisions of O.C.G.A. 20-2-150, which requires a person enrolling the student to provide a copy of the student's social security number or to sign a form stating that the person does not wish to provide the social security number.

5. **Academic and/or Transfer Records, if applicable** – Student enrollment and placement decisions are based on performance in previous schools or programs. A transferring student in a grade higher than the sixth grade must present a certified copy of his or her academic transcript and disciplinary record from the school previously attended.

6. **Documentation for Homeless Students** - Homeless students, as defined by the McKinney-Vento Act, shall be enrolled immediately with full participation in school activities, regardless of whether required documentation can be provided at the time of enrollment. The designated employee responsible for care of homeless students shall assist the person enrolling the homeless student or the unaccompanied youth in acquiring the necessary documents for enrollment in accordance with the requirements of the state enrollment rule and the Act.

7. **Proof of Residence** shall be required in accordance with regulations developed by the superintendent or designee.

V. **Provisional Enrollment**

A student shall be enrolled on a provisional basis and allowed to attend a school for 30 calendar days while awaiting evidence of age, residence, or other local requirements, unless enrollment may be properly denied in accordance with a provision of law or the state enrollment rule. If evidence is not provided within 30 days, the superintendent or designee shall withdraw the student at the end of the 30th day. The 30-day period may be extended for extenuating circumstances in the discretion of the superintendent or designee. Prior notice of withdrawal to the parent or registering person and, as appropriate, reports to appropriate agencies of non-compliance with attendance laws shall be provided in accordance with the requirements of the state enrollment rule.

Provisional enrollment will not apply to students who lawfully may be excluded under the provisions of O.C.G.A. § 20-2-751.1 (expulsion for bringing weapons to school), § 20-2-751.2 (subject to disciplinary orders of other school systems), and § 20-2-768 (expulsion or suspension of students for felonies).

Student Withdrawal

The procedure for withdrawal is as follows:

- Parents must come to the school to withdraw students.
- The appropriate forms may be obtained from the guidance office or the main offices.
- Have the forms completed by teachers, return all schoolbooks and/or property, and ensure that all fees, fines, debt, etc. are paid.
- The parent or guardian identified in the Central Elementary-High Power School system must personally sign the withdrawal document along with the school administrator.

All student withdrawals shall be made and documented in accordance with the requirements of the state enrollment and withdrawal rule and associated guidelines and resources.

Student Transfer

The procedure for transferring students is as follows:

- A student transferring in to the School District from another district may be provisionally admitted with an official withdrawal form from student's former school.
- Parent(s) or guardian(s) must authorize the former school to send the student's records to the School District.

The student and parent shall disclose:

- Whether the student has ever been adjudicated guilty of the commission of a designated felony as defined in Code Section 15-11-37,
- Whether the student is currently serving a suspension, expulsion or assignment to an alternative education program in the district last attended, and
- Whether the student withdrew from the district last attended in lieu of being ordered to serve a period of suspension, expulsion, or assignment to an alternative education program.
-

Any student who seeks to transfer to the Talbot County School District during the time the student is subject to a disciplinary order from another district for short-term suspension, long-term suspension or expulsion, or who has withdrawn from such other district in lieu of being ordered to serve a period of suspension, expulsion or assignment to an alternative education program shall be ineligible to attend school in the Talbot County School District. Any student provisionally admitted who is found to be ineligible shall be dismissed from enrollment.

Central Elementary-High School
Alma Mater

O', Central High
Your halls are brightly shining
From door to door,
And on the campus green.

Our hearts will'er be true to the,
Dear Central High
To honor thee forever faithfully.

Through all the years
Your fame will last forever,
To lead us on
To higher destiny.

And we will praise
The Blue and Gold forever
O', Central High
O', Central High
We Love You So…

K-12

BUS POLICY

&

PROCEDURE

Bus Conduct (K – 12th)

The Talbot County School System provides bus transportation to all in-county students. Central Elementary-High recognizes this as a privilege that may be limited or revoked by school officials. All students shall conform to bus rules and guidelines.

Standards and Regulations for Pupils Transported on School Buses

A school bus driver represents the school authority and is responsible for the safety of passengers on the bus. The driver has supervision and authority over the passengers and must require passengers to follow certain rules of behavior. Misbehavior on the bus may result in detention, suspension from school, and/or loss of privilege of riding the bus.

Students riding the bus are not allowed to go into the student parking area when arriving at school each day and may not leave campus without permission from a staff member.

In an effort to inform students and parents or guardians of acts that can threaten the safety and welfare, bus rules and regulations have been adopted by the Talbot Count Board of Education and are as follows:

© Pupils, while being transported, are under the authority of the bus driver.
© Bus drivers must report any pupil who breaks the rules to the school officials. School officials will take appropriate action.
© Bus drivers should maintain a time schedule. Bus drivers will blow the bus's horn at a suitable distance from the bus stop.
© While waiting for a bus, pupils must remain at the bus stop and stay off the road.
© Pupils must be sure that the road is clear before crossing to or from the bus.
© Pupils must not attempt to board or unload from a school bus unless it has come to a complete stop.
© Pupils must not extend their hands, arms, heads, or any other parts of their bodies through the bus windows, nor stand in the door area of the bus.
© If necessary, the bus driver has the authority to assign seats on the bus.
© Pupils are not to get off the bus on the way to or from school without permission of the bus driver. Drivers will give permission only in case of personal emergency or on written request of the principal or parent.
© Buses will pick up and discharge pupils only at regular stops.
© Students are to ride the same bus throughout the school year unless reassigned by the principal or the transportation director.
© Pupils may converse in a normal tone of voice. Loud, profane, or abusive language, yelling, and screaming will not be tolerated. Avoid unnecessary talking to the bus driver, especially when the bus is in motion.
© The throwing of any object into or out of the bus will not be tolerated. This will forfeit a pupil's privilege to ride on the bus.
© Water guns or gun replicas are not permitted on school buses.
© Pupils must not open or close bus windows, nor shall pupils operate any part of the bus without the express permission of the bus driver.
© Pupils must cooperate in keeping their bus clean and must not damage the bus in any way. To this end, they shall clean their shoes before entering the bus. Pupils must

not throw paper or other rubbish on the bus floor, nor leave any such debris in the seats.

- © Pupils must not eat, drink or smoke on the bus.
- © Pupils must be courteous to the bus driver, fellow pupils, and passers at all times.
- © Pupils are not allowed to bring dangerous objects onto the bus.
- © Students who ride the bus in the morning must ride the bus home in the afternoon, unless they have written permission to the contrary.
- © To help assure the safety of the students while loading and unloading, students will look to the bus driver for a simple head-nod before attempting to move in the direction of the bus before loading. Likewise, after unloading, the bus driver will look for a similar sign from the student(s) before attempting to leave with the bus.
- © Individual(s) must pay for any intentional damage(s) done to a bus or equipment.
- © Knives, sharp objects, razors, or any object that might endanger another student cannot be brought onto the bus at any time (nothing that can be used as a weapon).
- © It is unlawful for parents, guardians, or adults to use profane or vulgar language (cursing) to the bus driver in the presence of the students. It is also unlawful for parents, guardians, or adults to get on the bus without the driver's permission. Violators will be prosecuted by imprisonment or fined up to $500.00.
- © Identified student(s) who causes a bus to return to the campus after leaving will automatically be suspended from the bus.

Parents are required to send a note requesting his/her child to ride a bus different from the assigned bus.

The Talbot County Board of Education requires that all students who ride buses receive instruction annually in safe riding practices and emergency evacuation as required by State Board Rule 160-5-3-.13.

Bus Offenses

Level I

019 Failure to follow instruction (i.e. - but not limited to- move to assigned seat)

Disciplinary options of which one or more may be used:

1st Offense – Warning from bus driver
2nd Offense – Written referral, parental contact and/or 1 day bus suspension
3rd Offense – Written referral, parental contact and 2 days bus suspension

Level II

016 Disturbance on bus
020 Profane language
026 Providing false and misleading information
044 Tobacco products and paraphernalia

056 Inappropriate electronic devices (include but not limited to cell phones; pagers; audible radios, tape or compact disc players with or without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus); Use of mirrors, lasers, flash cameras, or any other lights or reflective devises in a manner that might interfere with the bus driver's operation of the school bus.

Disciplinary options of which one or more may be used:
1st Offense – 1-2 days bus suspension
2nd Offense –3 days bus suspension
3rd Offense – 3-5 days bus suspension

Level III
007 Fighting on bus
071 Replica of fire arms (gun) – water gun, toy gun

Disciplinary options of which one or more may be used:
1st Offense – Written referral, parental contact OSS 3 days
2nd Offense – Written referral, parental contact and OSS 3-5 days
3rd Offense – Written referral, parental contact and OSS 5 days

Level IV
003 Weapons and related objects (i.e. clorox, ammonia and other hazardous chemicals)***
002 Use of alcohol or being under the influence on campus or school activity drug) prescription and/or non-prescription
008 Drugs possession of or facsimile there of (anything/action construed as a drug, non-prescription and/or prescription) ***
032 Alcoholic beverage possession
034 Inappropriate sexual behavior/sexual acts on campus or school activity
042 Physical assault
048 Verbal harassment
049 Racial harassment
050 Sexual harassment
062 Explosive, Pyrotechnic (fire cracker, etc.)
063 Threatening to destroy school property, bus, student (bomb, fire, shootings) ***
066 Theft from and/or forgery of bus driver

Disciplinary options of which one or more may be used:
1st Offense – 3-5 days OSS
2nd Offense –5 days OSS
3rd Offense – 5 – 7 days OSS and recommendation for a tribunal.
** Proper authority will be notified, immediately.

CODE
OF
CONDUCT
&
STUDENT
DISCIPLINE PLAN

(Kindergarten – 12th)

This student code of conduct refers to student conduct during school hours, at school related functions, on the school bus, and school bus stops.

School Citizenship

No matter where you go or what you do, you will find certain regulations to guide you. Naturally, there are rules and regulations at Central Elementary/High School. They are meant for your benefit.

Your conduct at all times should reflect the good upbringing you have had. You should show respect for the property, rights, and privileges of others, just as you expect and appreciate this respect when others show it to you. You are responsible to the school authorities and teachers for your conduct while you are a school citizen. Good behavior can help make your school life a happy and rewarding one.

Your conduct at all Central/Elementary/High School activities is a reflection on your school. We expect you to be worthy of the respect of others at all times. We want you to be proud of your school and your fellow students, and we want others to be proud of them. Each of you has a responsibility for the school's reputation.

Central Elementary-High School
Student Handbook
Acknowledgment Form

Please complete form and return to the main office.

_____
Student Name (please print)

_____
Grade

Please sign below indicating that you have read the Student Code of Conduct and Discipline Plan and return this form to your child's school. If you have any questions please talk with your child's principal or designee. Thank you for your cooperation in helping the system provides quality education for all of our children.

My child and I have read and discussed this plan. We support the school's effort to provide a structured learning environment by maintaining acceptable disciplinary limits.

_____ _____
Parent/Guardian Signature **Date**

_____ _____
Student Signature **Date**

Central Elementary-High
Code of Student Conduct and Discipline Plan

The realizations of each student's potential and providing a safe environment for which this can occur are the primary goals of Central Elementary-High. Discipline is an integral element for attaining these goals. It is our belief that through a structured climate with set limits, a positive learning environment will be created and maintained.

The following rules, regulations, and due process procedures are designed to protect all members of the educational community in the exercise of their rights and duties. These rules are effective during the following times and in the following places:

© On the school grounds during school hours, immediately before and immediately after school hours.
© On the school grounds at any other times when the school is being used by a school group.
© Off the school grounds at a school activity, function, or event.
© En-route to and from school on a school bus or other school vehicle.

Code of Student Conduct

It is the desire of the Talbot County School System that all students should have every possible opportunity to take advantage of the instructional programs. Whatever distracts from a favorable learning environment lessens that opportunity.

Parent involvement through conference is the most desirable avenue for correcting behavioral problems and will be used when possible. Conferences may stand-alone or may be used in conjunction with other forms of discipline. Other disciplinary actions subject to the discretion of the principal may include any or all of the following: conferences (may include student, teacher, parents, or outside agencies), referral to the counselor, after-school detention, suspension of privileges, suspension at home (1-10 days), or referral to the police.

Notwithstanding the recommended maximum dispositions contained in these rules, a principal acting through and with the concurrence of the superintendent may refer a student to the Tribunal Council or the Board of Education for disciplinary action arising out of the violation of some of these rules. Upon such referral, the Tribunal Council or the Board of Education may take such action, after proper notice and hearing, as it shall deem appropriate in the premises, including suspension, referral to the alternative school and/or expulsion. If a student is referred to a Tribunal Council or the Board of Education, possible loss of academic credit will be determined by a Tribunal Council or the Board of Education.

The rules set forth in this document are directed toward the entire student body. However, certain identified special education students may be subject to separate disciplinary actions based on their IEP plans.

In any and all cases, the principal reserves the discretionary right to impose more appropriate dispositions if the offense or the aforementioned factors warrant such action.

The following rules and dispositions are integrated into a progressive discipline model consisting of four levels. Each level represents progressively more serious misbehavior and consequences. Notification for each offense will be sent home. Repeated or subsequent offenses will warrant phone contact, in school suspension, out-of-school suspension, and detention and/or parent conference.

Students enrolled at Central Elementary-High will be expected to act accordingly:

© Participate fully in the learning process. Students need to report to class on time, attend all scheduled classes, have all materials necessary for participation in class activities, 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. Student 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 employees. Students must obey reasonable directions without question (i.e. change seats, go to the office, stop talking, etc.), use acceptable and courteous language, and avoid being rude, and follow school rules and procedures.
© Recognize and respect the rights of other students and adults. All students should show concern for and encouragement of the educational achievements and participation of others. Students should conduct themselves in a manner that would be a credit to their school and family.

Promote personal and school pride. All students should demonstrate a high degree of respect for themselves, their school, and their peers.

Central Elementary
Grades Kindergarten – Fifth

This progressive discipline model is divided into four levels. Each level represents progressively more serious misbehavior and consequences. The level of discipline imposed shall be based on the severity of the misbehavior.

The General Assembly of Georgia requires that this code of conduct include language encouraging parents and guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

**** Note: All disciplinary action is subject to review and disposition under the discretionary authority of the school principal.**

Level I: Discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or student's own learning process.

Level I Offenses

010 Excessive Tardiness after 8:00 a.m.
015 Classroom disruption (annoying behavior)
019 Refusal to follow instructions
037 Running in hallway
039 Disturbance in the hall(s)
040 Violation of dress code
051 Eating in class
052 In hall without a pass
055 Failure to follow safety rules
056 Possession of non-school items—Distracting paraphernalia will be confiscated. (These may include but are not limited to radios, electronic games, pagers, cellular phones, etc.)
059 Inappropriate dress/violation of dress code

Level I – <u>Disciplinary options of which one or more may be used:</u>

© 1st offense—administrative warning and parent contact
© 2nd offense—parent contacted by phone/referral to counselor
© 3rd offense—parent conference
© Successive offenses may result in suspension (OSS & ISS) as assigned by administration.

*Students will be referred for counseling and may also be referred to the Student Support Team for behavior problems. A copy of all disciplinary actions is given to students for parent(s) information. In the event of a suspension, a notice will be mailed to parents.

Level II: Discipline is used for intermediate acts of misconduct that require administrative intervention. These acts include but are not limited to repeated unrelated acts of minor misconduct and misbehaviors directed against persons or property, but which do not seriously endanger the health, safety, or wellbeing of others. Consideration of necessary behavior support services can be given, if not already provided.

Level II Offenses

009 Skipping class/being in unauthorized areas of school
011 Defacing school property (restitution for damages expected), vandalism/graffiti
012 Lack of cooperation
013 Rude and discourteous
014 Disrespect of teachers or other school employee
017 Profane, Vulgar or Obscene language, gestures, or writings
022 Failure to accept disciplinary action of level I
023 Truant
026 Providing intentional false information
027 Cheating (student may receive a zero)
029 Throwing food in cafeteria
030 Misbehaving in cafeteria
033 Undesirable/inappropriate conduct
038 Disruption during assembly program
043 Stealing
044 Tobacco products (possession of)
045 Instigating a fight
053 Inappropriate use of Internet
058 Inappropriate body contact (includes physical displays of affection)
070 Rough housing/Horse playing

Level II – <u>Disciplinary options of which one or more may be used:</u>

© 1st offense — documented parental contact by teacher
© 2nd offense — ISS – 1 day
© 3rd offense — ISS –3 days and parent conference
© Successive offenses may result in out-of-school suspension.

*Students may be referred for counseling and may also be referred to the Student Support Team for behavior problems.
A copy of all disciplinary action(s) is given to students for parent(s) information. In the event of a suspension, a notice will be mailed to parents. Parents will be notified before suspension begins.

Level III: Discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, disrupts the school environment or endangers the health, safety, or property of others. Offenses that threaten the health, safety, or well-being of others may result in immediate suspension from school and/or school-sponsored activities pending the investigation of allegations. Parent conference with the principal is an element of all discipline in this category.

Level III Offenses

001 Use of tobacco products/Vape Pens
004 Threatening student(s)
006 Fighting
018 Leaving campus without permission
022 Failure to accept action of level II
041 Trespassing
054 Inappropriate behavior in IN-SCHOOL SUSPENSION
061 School disruptions (acts that interfere with "normal" school function)
071 Replica of fire arms (gun) – water gun, toy gun
066 Theft from and/or forgery of faculty/staff

Level III Dispositions

© 1st offense – Administrator Discretion
© 2nd offense – OSS 3-5 days and referred for counseling - documented
© 3rd offense - OSS 5 days

Special circumstances may warrant a recommendation to the Superintendent for an alternative educational program apart from the normal setting.

*Students may be referred for counseling and may also be referred to the Student Support Team for behavior problems.

A copy of all disciplinary action(s) is given to students for parent(s) information. In the event of a suspension, a notice will be mailed to parents. Parent will be notified immediately by phone, or other means, before suspension begin.

Level IV: Discipline offenses represent the most serious acts of misconduct. These violations are so serious they may require the use of outside agencies and/or law enforcement. Such acts may result in criminal penalties being imposed. These offenses may result in the immediate suspension of the student from the school and/or school-sponsored activities, pending disciplinary investigation. Parent conference and behavior support process are required elements at this level.

Level IV Offenses

062 Fireworks or ignitable explosive (M-80 or above)
002 Use of Alcohol, under influence of, while on campus or a school sponsored activity
003 Weapons (possess, use, or transmit) ***
005 Threatening staff (bullying)***
074 Bullying student(s)***
008 Possession of drugs, consumption***
024 Gambling
032 Possession of alcohol on campus or at school sponsored activity **
034 Inappropriate sexual behavior (severity determines appropriate level)
042 Assault/battery
048 Verbal harassment
049 Racial harassment
050 Sexual harassment
063 Threatening to destroy school property (bomb, fire, shootings) **
073 Fire Arm/Gun/Pellet/B.B. Gun***

Level IV - <u>Disciplinary options of which one or more may be used:</u>

© 1st offense—OSS 3-5 days, parent conference, referred for counseling, initiate Student Behavior Plan.
© 2nd offense—OSS 5 days, parent conference, counseling and follow up of behavior plan may result in a tribunal
© 3rd offense – OSS 7 days and tribunal

A copy of all disciplinary actions is given to students for parent(s) information. In the event of a suspension, a notice will be mailed to parents and with proper notification before suspension begins.

All offenses in Level IV are serious and may result in a 10-day suspension and tribunal.

****These are zero tolerance offenses and will result in a 10 day suspension and special circumstances may warrant a recommendation to the superintendent for a disciplinary tribunal.**

*****Authority should be contacted immediately to remove student from premises.**

Alcohol, Narcotics, Stimulants, and Other Dangerous Drugs and Controlled Substances

Students are prohibited from possessing, using, selling, smelling, swapping, stealing, transmitting, intending to transmit, distributing, intending to distribute, or ingesting, holding, carrying, or being under the influence of alcohol and/or any other substances prohibited by this rule.

Substances prohibited by this rule include:

A. All substances, chemicals, and drugs made illegal or defined as dangerous or illicit by any local, State, or Federal law;

B. Drugs including, but not limited to narcotic drugs, synthetic marijuana, amphetamines, barbiturates, marijuana, herbal marijuana, cocaine, stimulants, depressants, hallucinogens, inhalants, opiates, herbal supplements, or any other controlled substance or intoxicant;

C. Alcoholic beverages or other intoxicants of any kind;

D. Prescription and non-prescription medicine that has not been registered with the school;

E. Any item or substance which is thought, represented to be, or treated as if it is an illegal or dangerous drug, illicit substance, intoxicant, or alcohol; and

F. Any drug-related paraphernalia containing any substance prohibited hereunder.

Where a lawful substance is used inappropriately to cause or attempt to cause intoxication, that substance will be treated as an unlawful drug for the purposes of student discipline under this rule.

Selling, transmitting, intending to transmit, distributing, intending to distribute, buying, attempting to buy, giving, swapping, or stealing prescription or over-the-counter medication is prohibited.

All medication (prescription/nonprescription/over-the-counter to include diabetic supplies) in their original container is to be turned in to the office prior to the beginning of the school day.

A student's prescribed use of a prescription drug pursuant to and in accordance with a prescription from a registered physician authorizing that student's use of the drug is not a violation of this rule if the mandates of TCSD Board Policy are met prior to that student's use of the drug. Parental permission to have or use substances prohibited by this policy does not exempt a student from compliance.

Improper or 'off label' use of prescription and/or over-the-counter medication is prohibited.

Student Alcohol Use

A student shall not possess, sell, use, transmit, or be under the influence of any alcoholic beverage, or intoxicant of any kind:

1. On the school grounds during or immediately before or immediately after school hours;

2. On the school grounds at any other time when the school is being used by any school group;

3. Off the school grounds at a school activity, function, or event;

4. En route to and from school;

5. Off the school grounds while the student is in attendance at school or any school function, or is otherwise subject to jurisdiction of school authorities, or

6. En route to and from school functions, activities, or events.

Student Drug Use

The District places a high priority on the elimination of substance abuse in the schools and in the community. The use, possession or transmitting of illicit substances and the use of alcohol are wrong, harmful, and will not be tolerated. Violation of this policy will be met with firm and consistent disciplinary measures.

Students in TCSD are prohibited from possessing, using, smelling, selling, transmitting, intending to transmit, or being under the influence of alcohol or intoxicants of any kind, and any substances made illegal by the O.C.G.A § 16-30-70 et. seq. (Dangerous Drug Act) and O.C.G.A. § 16-13-20 et. seq. (Georgia Controlled Substance Act):

1. On the school grounds during, immediately before, or immediately after school hours;

2. On the school grounds at any other time when the school is being used by any school group;

3. Off the school grounds at a school activity, function, or event;

4. Within legal proximity to school grounds as designated under Georgia Statutes;

5. En route to and from school;

6. At any school-sponsored function, whether held during or after regular school hours, and whether held on or off school property;

7. En route to and from school functions, activities, or events; and

8. During any time that students are under the jurisdiction of school authorities.

Substances defined by local and state laws governing dangerous illegal substances are covered by this policy. Such substances include, but are not limited to:

A. Drugs including, but not limited to stimulants, depressants, hallucinogens, inhalants, THC, opiates, narcotic drugs, amphetamines, barbiturates, marijuana, cocaine, or any other contraband or controlled substance or prohibited drug;

B. Alcoholic beverages or intoxicants of any kind;

C. Prescription medicine or drugs, with or without medical cause or medical permission, unless such medications have been registered with the school according to the school's procedures. In all schools, medicines must be registered with the Principal or designee. Parental permission to have or use substances prohibited by this policy, including alcohol or prohibited substances does not exempt a student from this policy.

Anti-Bullying Statement

Central Elem. – High School is committed to providing a safe learning environment and to promptly addressing any bullying behaviors. Bullying is prohibited, and all stakeholders are encouraged to report any bullying behaviors.

Bullying behavior is prohibited and is defined by Georgia law as:

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

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

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

1. Causes another person substantial physical harm within the meaning of O.C.G.A. §16-5-23.1 or "visible bodily harm" as such term is defined in O.C.G.A. §16-5-23.1. Visible bodily harm is defined by 16-5-23.1 as bodily harm capable of being perceived by a person other than the victim;
2. Has the effect of substantially interfering with a student's education; or
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment;
4. Has the effect of substantially disrupting the orderly operation of the school.

The term 'bullying' applies to acts which occur on school property, on school vehicles, at designated bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer systems, computer network, or other electronic technology of a local school system.

The term, as used in this Rule, also applies to cyberbullying, which is behavior that occurs through the use of electronic communication, including social media, whether or not such electronic act originated on school property or with school equipment, where such electronic communication:

A. Is directed specifically at students or school personnel;
B. Is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and
C. Creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

For the purposes of this Rule, electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data, or intelligence of any nature transmitted in whole or in part by wire, radio, electromagnetic, photo electronic or photo optical system.

Upon a finding by a school administrator that a student has either committed a bullying offense or has been a victim of bullying, the student's parent or guardian will be notified.

Note that some student misconduct prohibited by this policy may also trigger responsibilities under the District's policies preventing harassment or discrimination and both sets of policies should be considered when addressing behaviors.

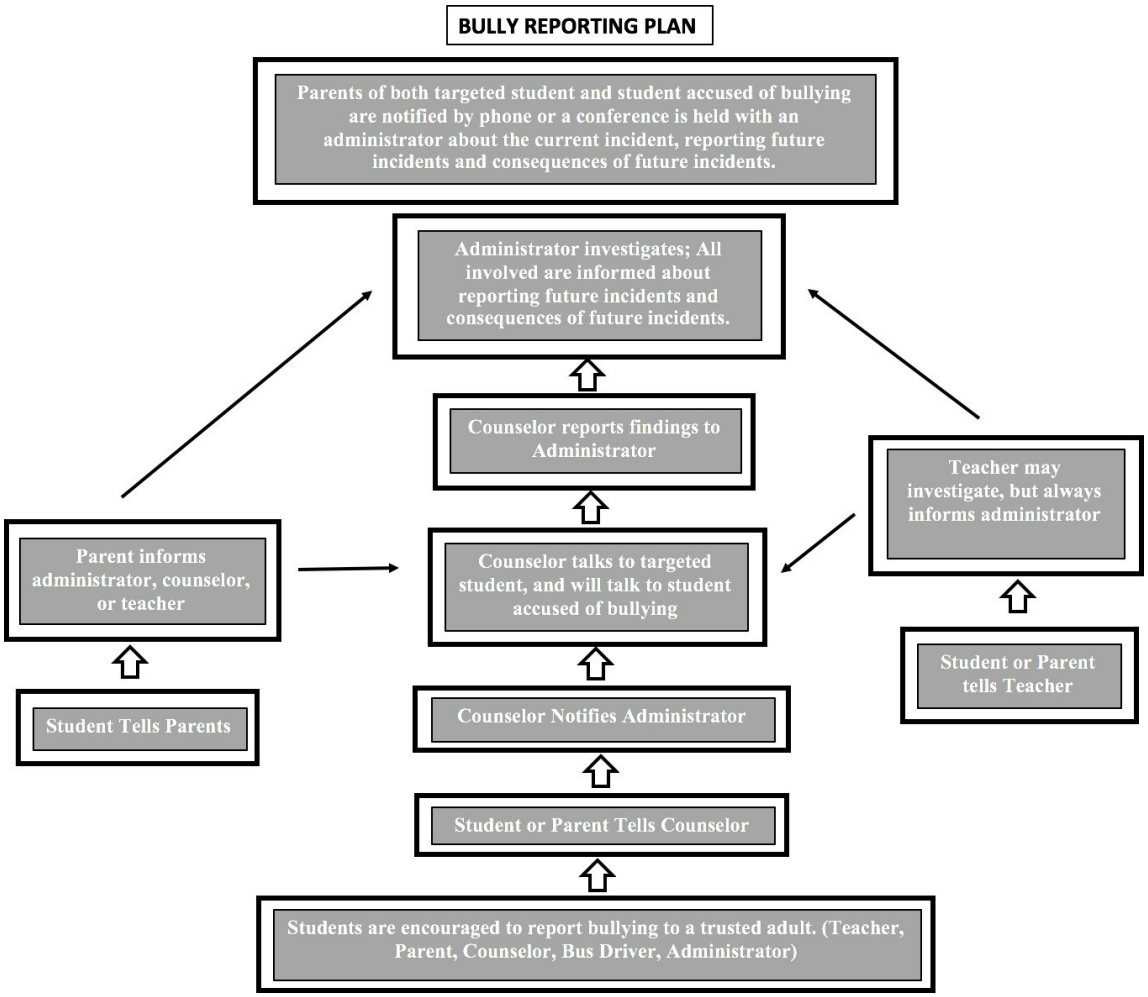
Where the Student Discipline Tribunal panel finds a student in grades six through twelve guilty of bullying behavior for the third time in one school year, that student must be assigned to an alternative school in keeping with Georgia law.

Retaliation against a reporter following a report of bullying is prohibited.

Please be advised that the term "bullying" is defined specifically by Georgia law as noted above. The District takes all peer conflict and misconduct seriously and addresses these concerns as appropriate using the behavioral supports and responses outlined throughout this document, regardless of whether the behaviors would meet the legal definition of "bullying" under Georgia law.

Bullying Procedures Flowchart

The Bullying Procedures Flowchart is used by school administration in determining if the conduct in question meets the definition of "bullying" under the Georgia law. All allegations of bullying should be funneled/reported through the Principal or an administrator charged with the responsibility of handling discipline. School administration must notify the parents of the victim and the parents of the student that committed the offense.



Gangs

Gangs are herein described as clubs, groups, or organizations of limited membership, which are known to the Talbot County School District through its personal intelligence or through information furnished through local law enforcement officials, to advocate, practice, engage or participate unlawful acts such as intimidation, violence, or destruction to property. Gangs shall not be permitted on school premises or in school facilities, or to conduct any activities, meetings, or gatherings on or about school facilities, premises, or property at any time. The presence of such gangs is a threat to the safety and wellbeing of the students and faculties of the Talbot County School District, and disruptive to the education process.

1. Membership in or affirmation with gangs as defined above shall not be permitted. Membership will be determined, by whatever means, from the existence of objective criteria. While not intended to be an all-inclusive list, and in addition to those items set forth in subpart (2) immediately below, criteria which can serve to indicate membership or affiliation with gangs include the following:

    A. Direct admission of gang affiliation

    B. Documented information on gang membership

    C. Information from known gang affiliate

    D. Admission of former membership, with continued associations

    E. Photographs indicating gang association, etc.

    F. Association with gang members

2. Wearing of any insignia, and/or uniforms, or other means of any gang identification, or using or making any signs, signals, or other means of gang communication or identification by any student or non-student visiting on the premises of any school facility shall not be permitted.

3. Any attempt to gather or commingle on school premises, facilities, or property for any purpose by gang members shall be prohibited.

4. No student shall use, employ, or rely upon his or her gang membership or affiliation to threaten, to intimidate, or to harass verbally or physically other students or employees of the Talbot County School District.

5. All of the above prohibitions concerning gangs apply as well to any school functions or events conducted away from school facilities, property, or premises.

Any student who violates this policy or any subpart thereof shall be subject to discipline under the Talbot County School District Behavior Code and Discipline Policy, including the sanction of expulsion, if warranted under the particular circumstances of a violation.

CENTRAL MIDDLE & HIGH SCHOOL
Grades: 6th – 12th

This progressive discipline model is divided into four levels. Each level represents progressively more serious misbehavior and consequences. The level of discipline imposed shall be based on the severity of the misbehavior.

The General Assembly of Georgia requires that this code of conduct include language encouraging parents and guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

**** Note: All disciplinary action is subject to review and disposition under the discretionary authority of the school principal.**

Level I: Discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or student's own learning process.

Level I Offenses

010 Tardy
055 Failure to follow safety rules
037 Running in the halls
052 In halls without a pass
051 Eating in classroom

Level I - Disciplinary options of which one or more may be used:

- 1st offense— administration warning
- 2nd offense—2 days ISS
- 3rd offense—3 days ISS
- Successive offenses will result in out-of-school suspension at administrator discretion

*Student(s) may be referred for counseling and may also be referred to the Student Support Team for behavior problems.

A copy of all disciplinary actions is given to students for parent(s) information. In the event of a suspension, a notice will be mailed to parents.

Level II: Discipline is used for intermediate acts of misconduct that require administration intervention. These acts include but are not limited to repeated unrelated acts of minor misconduct and misbehaviors directed against persons or property, but which do not seriously endanger the health, safety, or well-being or others. Consideration of necessary behavior support services can be given, if not already provided.

Level II Offenses

011 Destruction, damage, defacing, or theft of school and personal property (writing graffiti)
012 Lack of cooperation
013 Rude and discourteous to faculty and staff
014 Disrespect/Disobedience/Rude/Refusal to follow directions 015 Disruption of instruction
016 Disturbance on the bus
019 Refusal to follow/carry out directions
020 Profane language
022 Failure to accept disciplinary action of Level I
023 Truant
026 Providing false, misleading information
030 Cafeteria misbehavior
033 Undesirable conduct/ inappropriate behavior
035 Driving violation on campus (speeding)
038 Disruption during assembly program
039 Excessive disturbance in hall during class changes
040 Violation of dress code – students may not wear sagging pants, untucked shirts or mismatched shoes, i.e. two different shoes, different color, flip flops, slides (must have strap on back) – do-rags, bandana, hats, hair rollers are not to be worn in building
044 Tobacco products and paraphernalia (cigarettes, lighters/matches, cigars, clothing and jewelry)
045 Instigating a fight
053 Inappropriate/misuse of internet
056 Inappropriate personal property (electronic communications-
laser pointers, CD player, cell phone during instructional time, iPods, etc.), and body piercing.
065 Drug paraphernalia (clothing, jewelry, and tattoos)
066 Unauthorized area
068 Receipt of stolen property
069 Inappropriate show of affection (i.e. kissing)
070 Horse playing
072 Verbal altercation

Level II- Disciplinary options of which one or more may be used:

- 1st offense – 1 – 3 Days ISS
- 2nd Offense – 3 – 5 Day ISS
- 3rd Offense – 3 Days OSS
- Subsequent offense may include long-term suspension and/or recommendation for a tribunal hearing.

*Student(s) may be referred for counseling and may also be referred to the Student Support Team for behavior problems.

A copy of all disciplinary actions is given to students for parent(s) information. In the event of a suspension, a notice will be mailed to parents.

Level III: Discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct. **These offenses must be reported to the principal**. Offenses that threaten the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to five school days pending disciplinary investigation of the allegations (a juvenile and or police report may be filed). Student and parent/guardian participation in a conference with the principal is a required element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided. Due process procedures required by federal and state law will be followed. These may include such procedures as the school disciplinary tribunal and/or procedural safeguards provided by the 1997 Individuals with Disabilities Education Act.

Level III Offenses

001 Use of tobacco/ Vape Pens
004 Threatening students/staff
006 Fighting at school/school activities
017 Vulgar, obscene language, gestures or writing (addressed or directed towards others)
018 Leaving campus without permission
022 Failure to accept disciplinary action in Level II
024 Gambling
029 Throwing food in the cafeteria
041 Loitering/trespassing
043 Stealing
046 Suspected gang activities (investigation)
054 Inappropriate behavior in ISS
058 Inappropriate body contact (groping or palming)
061 School disruptions (pulling fire alarms, smoking in the bathroom, disruptive behavior(s) during assembly, inappropriate behaviors in the cafeteria)
064 Causing a bus to return to school
067 Forgery

Level III – Disciplinary options of which one or more may be used:

- 1st offense – 3 Days OSS
- 2nd offense – 4 -5 Days OSS
- 3rd offense – 5 Days OSS

Subsequent offenses may include long-term suspension and/or recommendation for an alternative education program.

Students will be sent home immediately for verbal altercation.

Student(s) will be suspended from school a minimum of 3 days for fighting. Parent will be called to pick student up immediately.

The principal has the discretion to call law enforcement on any fights.

*Student(s) may be referred for counseling and may also be referred to the Student Support Team for behavior problems.

A copy of all disciplinary actions is given to students for parent(s) information. In the event of a suspension, a notice will be mailed to parents.

Level IV: Discipline offenses are the most serious acts of misconduct. **These offenses must be immediately reported to the principal.** These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to ten school days, pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is a required element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided. Due process procedures required by federal and state law will be followed. These may include such procedures as the school disciplinary tribunal and/or procedural safeguards provided by the 1997 Individuals with Disabilities Education Act.

Level IV Offenses

003 Weapons and related objects (i.e. mace, clorox, ammonia and other hazard chemicals)***
002 Use of alcohol and drugs or being under the influence on campus or school activity drugs (prescription and/or non-prescription)***
005 Bullying***
008 Drugs possession of or facsimile there of (anything/action construed as a drug, non-prescription and/or prescription) ***
032 Alcoholic beverage possession***
034 Inappropriate sexual behavior/sexual acts on campus or school activity
042 Physical assault ***
048 Verbal harassment
049 Racial harassment
050 Sexual harassment
062 Explosive, Pyrotechnic (fire cracker, etc.) ***
063 Threatening to destroy school property, faculty, staff, student (bomb, fire, shootings) ***
066 Theft from and/or forgery of faculty/staff

Level IV -Disciplinary options of which one or more may be used**:**

- 1st Offense — 3 days OSS (Parent must return to school with student)
- 2nd Offense — 5 days OSS
- 3rd Offense — 7-10 days OSS with a Tribunal hearing for Alternative School Note: All level IV violations may result in a discipline tribunal. Counseling is required before returning to class.

***** These are zero tolerance offenses and will result in a 10 a day suspension and parents will be called to pick up the child immediately and special circumstances may warrant a recommendation to the superintendent for a disciplinary tribunal.**

*Zero Tolerance

In compliance with federal law, the General Assembly passed Senate Bill 281, which requires each local board of education to establish a zero tolerance policy for guns. The policy requires the "expulsion from school for a period of not less than one calendar year of any student who is determined to have brought a weapon to school." Weapon for purposes of this policy means firearm as defined under federal law, in other words, a gun. Students will be referred to juvenile Justice Department. The recommendations of the judge will be strictly enforced.

Tardy policy
(010)

Tardiness to class will be monitored by classroom teachers and reported to the high school office.

- 1st Tardy – Warning
- 2nd Tardy – Warning
- 3rd Tardy – ISS – 1 Day
- 4th Tardy – ISS – 2 Days
- 5th Tardy – ISS – 3 Days
- 6th Tardy – ISS – 3-5 Days
- 7th Tardy – ISS – 3-5 Days
- 8th Grade – ISS – 3-5 Days
- 9th Tardy – ISS – 3-5 Days
- 10th Tardy – OSS (Out-of-School Suspension)

Tardies starts over after the 1st semester

Cutting Class/Skipping
Policy

- 1st Offense – 3 Days ISS
- 2nd Offense – 5 Days ISS
- 3rd Offense – 3 Days OSS (Out-of-School Suspension)
- 4th Offense – 3-5 OSS (Out-of-School Suspension)

Distraction-Free Learning Environment Policy
(K – 12th grade)

House Bill 340

This Act shall be known and may be cited as the "Distraction-Free Education Act.

Beginning no later than July 1, 2026, no public school student in kindergarten through grade eight shall be permitted to access personal electronic devices during the school day, as otherwise provided in this Code section or required by law.

The Talbot County School District ("District") provides each student access to district-owned electronic devices for instructional purposes.

Personally owned electronic devices are not permitted for use during the "school day" unless authorized by the superintendent or designee. "School day" for all students begins when the student enters the school building and ends when the bell rings to signal the completion of instructional time for the day. A student is allowed to have a personally owned electronic device at school but it must be out of sight and turned off during the school day. Students are permitted to use their personally owned electronic device after completion of the school day.

Cell phones are prohibited for off-site school events including field trips and extracurricular activities (during normal school hours) unless authorized by the superintendent or designee.

All emergency communication must go through the school office.

Students with a health condition which requires the use of a personal electronic device are permitted to use the device during the school day after submitting documentation from their physician and receiving prior approval from school administration. Students may use a personal assistive technology device if the device is addressed in the student's Individualized Education Program (IEP) or 504 Plan.

The District reserves the right to monitor, inspect, copy, and review a personally owned electronic device or file when administration has a reasonable suspicion that a violation of the District's Code of Conduct or a law has occurred. Violations to this policy may result in disciplinary action.

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without receiving prior permission from a teacher and/or administrator. The distribution of any unauthorized media may result in disciplinary action, including but not limited to suspension, criminal charges, and expulsion.

Distraction-Free Learning Environment Policy

1. Purpose

In compliance with Georgia House Bill 340 known as the Distraction-Free Education Act, Central Elementary High School is committed to maintaining a distraction-free learning environment that supports academic engagement, student safety, and respectful school culture. To achieve this, the 2026-2027 school year will implement the use of Yondr pouches for secure storage of personal electronic devices during the school day.

2. Definitions

Electronic Device - Any personal device capable of communication, recording, or internet access, including but not limited to cell phones, smartwatches, tablets, earbuds, Meta glasses and Bluetooth accessories.

Yondr Pouch - A secure locking pouch issued to students for storing electronic devices during school hours.

Tampering - Any attempt to open, damage, bypass, or interfere with the Yondr pouch or locking mechanism.

3. Policy Requirements

No Electronic Device Access

Students must place all electronic devices into their assigned Yondr pouch upon entering the school building and keep the pouch sealed until the official dismissal time.

Device Storage

Students must keep their sealed pouch on their person, in their backpack, or in another secure location as directed by staff.

Authorized Unlocking

Pouches may only be unlocked at the end of the day by designated staff or when checking out of school for the day by office staff.

Prohibited Behaviors

Possessing or using an electronic device during school hours outside the Yondr pouch. Tampering with the pouch, including cutting, tearing, prying, or manipulating the lock.

Consequences for Violations

Consequences follow a progressive discipline model.

Unauthorized Device Use/Tampering with Yondr Pouch

1. **First Offense** - Device confiscated; parent/guardian conference; student receives 1 Day OSS.
2. **Second Offense** - Device confiscated; parent/guardian must pick up device; student receives 3 days OSS.
3. **Third Offense** - Device confiscated; student assigned 5 days OSS with a referral for a tribunal hearing and a recommendation of 45 days in Hawk Academy.
4. **Fourth Offense and Beyond** - Device confiscated; student assigned additional ISS or out-of-school suspension (OSS) based on severity; student may lose privilege to bring electronic devices to school for a designated period.

Refusal to Comply

If a student refuses to pouch their device or refuses to surrender a device when asked:

Student is assigned OSS for the day

Parent/guardian contacted immediately. Any further refusals will follow the consequences for violations.

Additional Provisions

Special Circumstances - Students with documented medical or accessibility needs may receive approved accommodations.

Parent Communication - Parents may contact the school office for urgent messages; students may request supervised office phone use when necessary.

CENTRAL
ELEMENTARY–HIGH SCHOOL
DISTRACTION-FREE
LEARNING ENVIRONMENT POLICY
2026–2027

FOCUSED
RESPECTFUL
PREPARED
HAWK
Strong!

OUR COMMITMENT

In compliance with Georgia House Bill 340, the **Distraction-Free Education Act,** Central Elementary-High School is committed to a distraction-free learning environment that supports academic engagement, student safety, and respectful school culture. **This policy applies to ALL K–12 students at Central Elementary-High School.** The 2026–2027 school year will implement the use of Yondr pouches for secure storage of personal electronic devices during the school day.

★ DEFINITIONS ★

ELECTRONIC DEVICE
Any personal device capable of communication, recording, or internet access, including but not limited to cell phones, smartwatches, tablets, earbuds, Meta glasses and Bluetooth accessories.

YONDR POUCH
A secure locking pouch issued to students for storing electronic devices during school hours.

TAMPERING
Any attempt to open, damage, bypass, or interfere with the Yondr pouch or locking mechanism.

HOW IT WORKS

1. NO DEVICE ACCESS
Students must place all electronic devices into their assigned Yondr pouch upon entering the school building and keep the pouch sealed until the official dismissal time.

2. DEVICE STORAGE
Students must keep their sealed pouch on their person, in their backpack, or in another secure location as directed by staff.

3. AUTHORIZED UNLOCKING
Pouches may only be unlocked at the end of the day by designated staff or when checking out of school for the day by office staff.

4. PROHIBITED BEHAVIORS
- Possessing or using an electronic device during school hours outside the Yondr pouch.
- Tampering with the pouch, including cutting, tearing, prying, or manipulating the lock.

CONSEQUENCES FOR VIOLATIONS

Consequences follow a progressive discipline model.

1 FIRST OFFENSE
- Device confiscated
- Parent/guardian conference
- Student receives

1 DAY OSS

2 SECOND OFFENSE
- Device confiscated
- Parent/guardian must pick up device
- Student receives

3 DAYS OSS

3 THIRD OFFENSE
- Device confiscated
- Student assigned 5 days OSS
- Referral for a tribunal hearing and a recommendation of

45 DAYS IN HAWK ACADEMY

REFUSAL TO COMPLY

- If a student refuses to pouch their device or refuses to surrender a device when asked:
- Student is assigned OSS for the day.
- Parent/guardian contacted immediately.
- Any further refusals will follow the consequences for violations.

ADDITIONAL PROVISIONS

SPECIAL CIRCUMSTANCES
Students with documented medical or accessibility needs may receive approved accommodations.

PARENT COMMUNICATION
Parents may contact the school office for urgent messages; students may request supervised office phone use when necessary.

★ ***Determined to Achieve-Dedicated to Succeed*** **#HAWKSTRONG**

Talbot County Artificial Intelligence Policy and Guidelines

Introduction to Artificial Intelligence (AI):

Artificial Intelligence (AI) refers to the simulation of human intelligence in machines that are programmed to think and learn. It can perform tasks that typically require human intelligence, such as understanding language, recognizing patterns, solving problems, and making decisions. In the educational context, AI can support personalized learning, automate administrative tasks, and provide interactive and engaging learning experiences. As AI technologies evolve, it's imperative to establish clear guidelines to leverage these tools effectively and ethically within our K-12 schools.

Purpose:

This policy outlines the principles and rules governing the use of Artificial Intelligence (AI) tools by students within the K-12 educational environment. The aim is to ensure that students engage with AI technologies responsibly, ethically, and effectively to enhance their learning experiences while safeguarding their privacy and well-being.

Policy Scope:

This policy applies to all AI technologies and platforms accessed or used by students within the school premises, for school-related tasks, or through school-provided devices and networks.

Responsible AI Use:

Educational Purpose:

Students must use AI tools solely for educational purposes as directed by teachers or school authorities. Using AI for non-educational activities or submitting AI work as original student work within the school context is prohibited.

Ethical Conduct:

Students are expected to use AI technologies ethically, respecting copyright laws, privacy norms, and the intellectual property rights of others. AI should not be used to engage in plagiarism, cheating, or any form of dishonesty in academic work. AI work must not be submitted in the place of student work.

This policy addresses the unique issues raised by the use of AI. At Central Elementary/ High school, the use of AI will be in the capacity as of a thought partner or as an editor. Students must complete the assignment using their knowledge and skills. AI as a partner can help the students with initial inquiry, brainstorming, and to help generate ideas.

Privacy and Data Protection:

Students must be cautious when interacting with AI tools that require personal information. Sharing sensitive or personal data without proper authorization or oversight is prohibited. Students should understand the risks and implications of data sharing and seek guidance from teachers when necessary.

Respectful Interaction:

Any form of communication with or through AI tools, including chatbots or virtual assistants, must adhere to the same standards of respect and decency expected in human interactions. Abusive, harmful, or disrespectful conduct through AI platforms is unacceptable.

Safety and Security:

Students must not use AI to access or disseminate harmful or inappropriate content. They should immediately report any security breaches, suspicious activities, or exposure to inappropriate content encountered during AI use to school authorities.

Violations of this policy may result in disciplinary action, including but not limited to, restriction of access to AI resources, educational interventions, or other disciplinary measures as deemed appropriate by the school administration.

1st Offense: Student will receive a 55 on assignment and a parent/teacher conference.

2nd Offense: Student will receive a 55 on assignment, disciplinary referral resulting in 1-3 day ISS

3rd Offense: Student will receive a 55 on assignment, disciplinary referral and successive offenses will be at administrator discretion.

All additional offenses will be handled by administration.

In-School Suspension (ISS)

Students are assigned ISS by the school administrator(s). A student may be suspended from school, even if they have never served ISS. The school administrator will inform the student of the starting date in ISS. Students are given a copy of each discipline form and are expected to take the form home for parent information. Parents will be notified by phone.

Student(s) assigned to ISS must report directly to the ISS classroom upon arriving to school. **While assigned to ISS, a student may not enter into the main school hallways; otherwise additional days may be added. Rules will be posted in the classroom. Students' misbehavior in ISS may result in loss of lunchroom privileges as determined.**

1. A student shall serve **ONLY** fifteen (15) days per semester in ISS. When a student uses his/her fifteen (15) days in ISS, the next recourse of action is OSS.
2. Any time a student is assigned ISS; administration may request parent conference, before student returns to school.

Out of School Suspension (OSS)

1. Students are assigned to OSS by the school administration only. Upon OSS a copy of student discipline referral will be mailed to parent(s), as well as student receipt of referral(s).

*****Students that are assigned to ISS/OSS are not allowed to participate in any school functions including all athletic events, band, etc. until they return to their regular class schedule.**

DISCIPLINING OFF-CAMPUS STUDENT BEHAVIOR

Students shall be disciplined for engaging in off-campus conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. Discipline may include, but is not limited to, change of placement, suspension, or expulsion. Off-campus misconduct for which a student shall be disciplined includes, but is not limited to, any off-campus conduct that:

1. is prohibited by the Georgia or United States criminal codes;
2. is punishable as a felony or would be punishable as a felony if committed by an adult; and
3. is conduct for which a student has been arrested, indicted, adjudicated to have committed, or convicted. O.C.G.A. § 20-2-751.5(c).

POST INCARCERATION SCHOOL PLACEMENT

Upon notification by the Department of Juvenile Justice (DJJ) that a student will be coming or returning from youth detention centers, incarceration, or similar facilities, the student shall be enrolled in his/her home school as opposed to an alternative educational setting unless the Student Support Team, consisting of the building principal, school counselor, special education teacher (if applicable), MTSS Coordinator, the student and his parent/guardian/foster parent/other person, a DJJ counselor, or a local DJJ Community Service Officer and respective DJJ Juvenile Parole and Probation Specialist, concludes that the best placement for the child would be the alternative setting. Any placement made pursuant to an IEP team shall take precedence. The case manager (i.e., counselor, special education teacher, or MTSS Coordinator) shall consult the Student Support Team within 5 days to determine whether transition or other services are necessary for the student. (GADOE rule 160-4-8.17). This meeting will take place at the student’s home school.

Central Elementary High School
Dress Code Policy

Each student must dress in a manner which is appropriate for school and its related activities. Good personal appearance, appropriate dress, proper behavior, and healthy personal hygiene are vital to each member of the school community. Developing good taste in dress, good grooming habits, and good behavior are a part of the overall educational program. Students dressed inappropriately can have a negative influence on the educational process and the educational climate of the school. The Talbot County School District believes that this dress code promotes comfort and safety while enhancing the overall learning environment for the students.

- Sagging or baggy pants are not allowed. All pants MUST be worn at the natural waistline. No undergarment should be shown.
- Sleeveless shirts/blouses and/or shirts/blouses that expose the shoulders (cold-shoulder) are not permitted.
- Pants **MAY** have patches but no skin can be showing.
- Head coverings of any kind (hats, hoods, bandanas, bonnets, scarves, sunglasses, etc.) are NOT allowed.
- Shoes must be worn at all times. Bedroom shoes, crocs, stilettos, flip flops, slides and wheeled shoes are not allowed. All shoes must have a heel strap.
- All belts will be buckled.
- Shorts, skirts, dresses must come to 3 inches above the knee (the short side of a 3x5 index card).
- Shirts/Blouses/Sweaters which expose the bare midriff are not permitted.
- See-through clothing is not allowed.
- Clothing which shows cleavage is not allowed.
- Gang related paraphernalia is not allowed.
- Clothing with inappropriate advertising or statements that are lewd, offensive, vulgar, obscene, or inflammatory (e.g. alcohol, drugs, tobacco, sex, gangs, etc.) is not allowed.
- Leggings cannot be worn as pants without a covering of the appropriate length – 3 inches above the knee.
- No yoga, spandex, pajamas shorts or pants are allowed.
- Book bags and large purses must be translucent (clear) or mesh.
- **Any type of unusual or questionable wear will be judged on an individual basis by school administration.**

Risk Management

Risk Management is concerned with the prevention of any incident, event, or occurrence, which could potentially be hazardous to and/or threatens the health and safety of anyone while on school property. Any situation deemed potentially hazardous should be immediately reported to the appropriate school officials.

School Safety Zones

School safety zones are established and are defined as "in, on or within 1,000 feet of any real property owned by the public or private schools" (16-11-127.1). This bill provides that it shall be unlawful for any person to carry, possess, or have under such person's control while within a school safety zones or at a school building, school function, or school property or on a bus furnished by the school any weapon or explosive compound, other than fireworks. Violation is a felony punishable by a fine up to $10,000.00, imprisonment for not less than two (2) years and not more than ten (10) years, or both. Weapons are defined and a list of exemptions for various individual is provided.

It is unlawful (20-2-1180) for any person to remain within the school safety zone when that person does not have a legitimate cause or a need to be present thereon. Failure to leave the premises when requested is grounds for a charge of a misdemeanor of a high and aggravated nature. Disruption of or interference with the operation of any public school shall be considered a misdemeanor of high and aggravated nature (20-2-1181). Teachers or other employees of public or private schools are required to report reasonable cause belief that certain prohibited acts have been committed (20-2-1184). Several other subsequent reporting requirements are imposed with immunity from liability provided and punishment as a misdemeanor for willful failure to report.

Security Cameras

Security cameras are located in hallways, outside the building and on some school buses. Information gathered from security cameras will be used to discipline students when necessary and when available.

Student Searches

Student book bags, school lockers, desks, and other school property may be subject to random inspection and search at any time without further notice to parents. Such searches may be conducted by school authorities or dog sniffing. An individual student may be searched if there is reasonable suspicion that the student is in possession of an item that is illegal or in violation of school rules.

Hawk Academy

Hawk Academy is designed for students in grades K-12 who have violated school district rules and have been temporarily removed from their home school. The goal of the program is to ensure that students continue their education, complete their assigned days at the alternative school and learn how to make better choices by attending a structured/supported learning environment.

- Students will report to the front office once he/she arrives to school. Students will be escorted to Hawk Academy by a Teacher or Administrator. Students will receive breakfast and lunch in Hawk Academy.
- Students will only be able to sign-out by approval list signed by their parents.
- Students must have his/her shirt tucked in and pants/shorts pulled up (no sagging).
- Students are not allowed to wear hats in the building.
- Students must follow their daily lesson guide each day.
- Students will be given designated breaks from the computer.
- Students are not allowed on any other website during instructional period.
- Students are not allowed on cell phones or any other electronic devices.
- Hawk Academy is the student's last option to stay in school and continue their education.
- After warnings, Hawk Academy students only discipline is OSS; there is no ISS. If Students continue to misbehave in Hawk Academy their time will be extended or student will be expelled from school.
- **Hawk Academy Director and the school Principal will do all discipline of students who do not comply with the rules. All disciplinary action is subject to review and disposition under the discretionary authority of the school principal.**

ACADEMICS,

ATHLETICS,

&

CLUBS

Advanced Placement Classes

Advanced Placement or AP classes provide high school students with a rigorous set of standards that can help prepare them for college. Students who complete AP courses and pass the placement test will earn college credit for that course.

Advanced Placement classes are more rigorous and demanding than a normal high school course, so students taking advanced placement classes will receive ten points added to their final average. This will allow students taking these courses to continue to qualify for Honors, Valedictorian and Salutatorian.

Course Syllabi

At the beginning of each semester (grades 6 -12), teachers will provide a course syllabus to each student enrolled in class. Since the syllabus contains an outline of the course content, grading procedures, expectations for behavior, and other pertinent information, it is important that students and parents read and discuss all syllabi.

Grading and Reporting System

Grades will be recorded alpha-numerically on students' report cards and records.

The system of grading, for 1st – 12th, will be as follows:

A = 90-100	Excellent
B = 80 – 89	Above Average
C = 70 – 79	Average
F = 69 – 0	Failure

Progress reports will be based on the average of weekly and daily grades. Progress reports are sent home each mid-term of the grading period. Report cards will be issued every nine weeks. Semester grades are an average of two (2) nine weeks. (See calendar)

Parents who are concerned about the academic progress of their child/children are strongly encouraged to make an appointment for a conference with teachers and/or principal. Grade level conferences will be held grading period to provide parents an opportunity to discuss their student's progress.

Grading Procedure

Teachers in grades 1-12 are to use the following procedures to evaluate students:

1. Tests	40%
2. Quizzes	15%
3. Homework	5%
5. Daily Assignments	40%

Minimum nine week average must equal 55.

Students not meeting grade level performance on the Georgia Milestone test will receive an (I) incomplete, pending remediation and retake of the Georgia Milestone Test. Remediation and retake of the Georgia Milestone Test will take place during summer school.

State law requires that students in grade 3 earn an at/above grade level designation in reading to be promoted to fourth grade. In grades 5 and 8, state law requires that students earn an at/above grade level designation in reading as well as score in the Developing Learner achievement level or above in mathematics to be promoted to the next grade.

Note: For students who entered the ninth grade in 2011-2012 and after, the EOCT test will comprise certain percentage of the final grade in all designated courses as prescribed by the Department of Education.

Honor Roll

An honor roll will be published at the end of each nine (9) weeks for students in grades 1st – 12th. This is not an average or point system but an all **"A" or "A/B"** honor roll.

Honors Day Program

The Honors Day Program will be held separately by grade levels, K-5, 6-8 and 9-12 respectively.

Promotion and Retention, Kindergarten – Twelfth

Kindergarten: Students must post a passing score on the State Mandated test (GKIDS) to be promoted to 1st grade. All decisions can be appealed to the placement committee.

Grades 1 & 2: Students will be retained in grades 1 and 2 based on whether or not the student is below grade level in Reading and student has unsatisfactory yearly averages in two or more subjects.

Grade 3: No third grade students should be promoted to the fourth grade if the student does not achieve grade level on the state-adopted assessment in reading and meet the promotion standards and criteria established by the local board of education for the school that the student attends, in compliance with the Georgia Promotion, Placement, and Retention law (O.C.G.A. §§ 20-2-282 through 20-2-285) and State Board of Education Rule (160-4-2-.11).

Grade 4: Students will be retained if they have failing yearly averages in two or more academic subjects (math, reading, science, social studies, English, or exploratory classes).

Grade 5: No fifth grade student shall be promoted to the sixth grade if the student does not achieve grade level on the state-adopted assessments in grading and mathematics and meet promotion standards and criteria established by the local board of education for the school that the student attends, in compliance with the Georgia Promotion, Placement,

and Retention law (O.C.G.A. §§ 20-2-282 through 20-2-285) and State Board of Education Rule (160-4-2-.11).

Grade 6: Students will be retained if they have failing yearly averages in two or more academic subjects (math, reading, science, social studies, English, or exploratory classes).

Grade 7: Students will be retained if they have failing yearly averages in two or more academic subjects (math, reading, science, social studies, English, or exploratory classes).

Grade 8: No eighth grade student shall be promoted to the ninth grade if the student does not achieve grade level on the state-adopted assessments in reading and mathematics and meet promotion standards and criteria established by the local board of education for the school that the student attends, in compliance with the Georgia Promotion, Placement, and Retention law (O.C.G.A. §§ 20-2-282 through 20-2-285) and State Board of Education Rule (160-4-2-.11).

9th Grade Promotion from 8th Grade
10th Grade – 6 units
11th Grade – 12 units
12th Grade – 18 units
To Graduate – 25 units

Daily attendance is of utmost importance to the student. In order to receive credit and to be promoted to the next grade, your son/daughter must be present a minimum of 80 days per semester. All days absent are counted whether excused or unexcused.

Middle School Jr. Marcher
8th Grade Jr. Marcher (male or female) will be determined by the student's grade point average and attendance (6th – 8th Grade).

Grade Point Average (GPA)
The following system of quality points will be used when calculating the Grade Point Average (GPA):

A = 4 points
B = 3 points
C = 2 points
F = 0 points

Student Requirements for Graduation

Any parent (or student) may see their minor child's (or own) permanent record folder by coming to the counselor's office any school day from 8:30 a.m. – 3:00 a.m. No appointment is necessary. Parents are strongly urged to monitor their child's academic progress.

Multiple requirements for high school graduation include the following:

I. **ATTENDANCE-**Any student who misses more than 10 days in any class that meets for 180 clock hours on 7 periods shall not receive credit. This includes absences and an accumulation tardies.

II. **CARNEGIE UNIT**-A Carnegie unit of credit for graduation shall be awarded to students only for successful completion of state approved courses of study based on a minimum of 180 clock hours of instruction provided during the regular school year or a minimum of 120 clock hours of instruction in summer school.

A course shall count only once for satisfying any Carnegie unit requirement for graduation. The same course cannot be used to satisfy a Carnegie unit requirement in more than one core area of study.

Remedial unit credits must be included among the elective unit credits. State required unit credit must be awarded for courses, which include skills and concepts generally considered to be secondary school education levels of performance. Developmental special education courses are not considered remedial.

Students who satisfy all the multiple requirements for graduation will receive a high school diploma. The high school certificate will be awarded to students who don't complete all of the criteria for a diploma but who meet all requirements for attendance and Carnegie units.

To participate in graduation exercises (Baccalaureate and Commencement), a student must have earned the required number of Carnegie units and meet the attendance requirement.

160-4-2-.48 HIGH SCHOOL GRADUATION REQUIREMENTS FOR STUDENTS ENROLLING IN THE NINTH GRADE FOR THE FIRST TIME IN THE 2008-09 SCHOOL YEAR AND SUBSEQUENT YEARS.

(1) PURPOSE. This rule specifies programs of study that shall be offered by local boards of education for students enrolling in the ninth grade for the first time in the 2008-2009 School Year and for subsequent years.

(2) DEFINITIONS.

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

(b) **Core Courses** - courses identified as "c" or "r" in Rule 160-4-2-.03 List of State-Funded K-8 Subjects and 9-12 Courses.

(c) **Elective Courses** – any courses identified as "e" in Rule 160-4-2-.03 List of State-Funded K-8 Subjects and 9-12 Courses that a student may select beyond the core requirements to fulfill the unit requirements for graduation.

(d) **Required courses** - specific courses identified as "r" in Rule 160-4-2-.03 List of State-Funded K-8 Subjects and 9-12 Courses that each student in a program of study shall pass to graduate from high school.

(e) **Secondary School Credential** - a document awarded to students at the completion of the high school experience.

1. **High School Diploma** - the document awarded to students certifying that they have satisfied attendance requirements, unit requirements and the state assessment requirements as referenced in Rule 160-3-1-.07 Testing Programs - Student Assessment.

2. **High School Certificate** - the document awarded to pupils who do not complete all of the criteria for a diploma or who have not passed the state assessment requirements as referenced in Rule 160-3-1-07 Testing Programs – Student Assessment, but who have earned 28 units.

3. **Special Education Diploma** - the document awarded to students with disabilities assigned to a special education program who have not met the state assessment requirements referenced in Rule 160-3-1-.07 Testing Programs - Student Assessment or who have not completed all of the requirements for a high school

160-4-2-.48 (Continued) 2 diploma but who have nevertheless completed their Individualized Education Programs (IEP).

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

(g) **Unit** – one unit of credit awarded for a minimum of 150 clock hours of instruction or 135 hours of instruction in an approved block schedule.

(h) **Unit, Summer School** – one unit of credit awarded for a minimum of 120 clock hours of instruction.

(3) REQUIREMENTS.
(a) Local boards of education shall provide secondary school curriculum and instructional and support services that reflect the high school graduation and state assessment requirements and assist all students in developing their unique potential to function in society.

(b) Local boards of education shall require that:

1. Students who enroll from another state meet the graduation requirements for the graduating class they enter and the state assessment requirements as referenced in Rule 160-3-1-.07 Testing Programs - Student Assessment.

2. Students who enroll in the ninth grade for the first time in the 2008-2009 school year and withdraw shall meet the graduation requirements specified in this rule and the assessment requirements specified in Rule 160-3-1-.07 Testing Programs - Student Assessment.

4. UNITS OF CREDIT.
(i) All state-supported high schools shall make available to all students the required areas of study.

(ii) A course shall count only once for satisfying any unit of credit requirement for graduation. See the following chart.

(iii) **AREAS OF STUDY.**

	Units Required
(I) English/Language Arts*	4
(II) Mathematics*	4
(III) Science*	4

The 4th science unit may be used to meet both the science and elective requirement

(IV) Social Studies*	4
(V) CTAE and/or Modern Language/Latin and/or Fine Arts	3
(VI) Health and Physical Education*	1
(VII) Electives	5
TOTAL UNITS (MINIMUM)	25

*Required Courses and/or Core Courses

4. COURSE CREDIT.

(i) Unit credit shall be awarded only for courses that include concepts and skills based on the Georgia Performance Standards (GPS) for grades 9-12 or those approved by the State Board of Education. Unit credit may be awarded for courses offered in the middle grades that meet 9-12 GPS requirements. The Individualized Education Program (IEP) shall specify whether core courses taken as part of an IEP shall receive core unit credit.

(ii) No course credit may be awarded for courses in which instruction is based on the GPS for grades K-8.

(iii) Completion of diploma requirements does not necessarily qualify students for the HOPE Scholarship Program

CTAE Clusters and Pathways

The Talbot county School System offers career and technical programs at Central Elem. – High School. These programs are designed to prepare youth for a broad range of employment and further education. The following is a list of pathways being offered this year:

Agriculture, Food and Natural Resources
Pathway: Plant and Landscape Systems

Business, Management & Administration
Pathway: Business and Technology

Government & Public Administration
Pathway: JROTC Army

Information Technology
Pathway: Cybersecurity

All career and technical education programs follow the system's policies of nondiscrimination on the basis of race, color, religion, national origin, sex, age and disability in all programs, services, activities, and employment. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation.

Class Ranking for Graduation

© The unofficial class ranking for Honor students for high school graduation will be computed at the end of the first semester. Student's cumulative averages will be computed from the ninth grade through the first semester of the senior year.

© The official ranking will not be calculated until the final grades (cumulative averages) are computed for the second semester of the senior year

© Graduating seniors must possess at least an 85 average to qualify as an honor graduate.

Criteria for Valedictorian and Salutatorian

© A selection committee will meet to compute, list, select and announce the Valedictorian and Salutatorian.

© To qualify as the valedictorian/salutatorian of the senior class, the honor graduate(s) must possess at least a 90 average.

© Student(s) must have been enrolled in Talbot County Schools for at least four consecutive semesters prior to graduation (Jr. & Sr. year).

Junior Marshall

Student(s) must have been enrolled in Talbot County Schools for at least four consecutive semesters (freshman & sophomore year). Top two students with the highest numerical average from the junior class will be chosen.

Star Student – Star Teacher

Selection is made from those scoring highest on the Scholastic Aptitude Tests (SAT). The student who meets all other criteria specified, and who has made the highest score on the SAT from January through November of the year of graduation is named the STAR Student. The STAR student selects the STAR Teacher. The STAR student is identified in January or February prior to graduation. Further competition is held for the district, region and the state winner. The minimum score to be eligible for this program is set by the STAR program.

Student Eligibility Requirements for Participation in Extra-Curricular Activities (grades 6th – 12th)

Participation in all extra-curricular activities is controlled by whether the activity is competitive or non-competitive. A competitive activity is when one or more students from one school compete against one or more students from another school. For a student to be involved in a competitive activity, the student must:

© Pass at least 5 out of 7 classes the semester proceeding participation. Summer school is an extension of spring semester (High School). Pass at least 4 of 6 classes the semester proceeding participation (Middle School).

© Earn the required number of units to be on track.

NOTE: There will be limited transportation offered for students who wish to participate in after-school activities. Check with the advisor or coach in any activity in which you wish to participate

Athletics

Central Elementary-High School is a member of Region **6A**. The Georgia High School Association governs the eligibility of participants.

The following criteria must be met before a student is allowed to participate:

© Students participating in athletics must have a current medical examination on file certifying the student is physically fit for participation.
© Students must have sufficient insurance to cover athletic injuries. Parents and school must coordinate policies in case of injury.
© Parents must sign the student's participation form.
© Students who are not eligible to participate may not practice or travel with a team or activity.

Failure to pass three for high school and four for middle school academic subjects at mid-semester will result in suspension from all school activities and clubs for nine weeks or until grades are brought up to at least four passing academic subjects. Students are highly encouraged to attend study hall.

A student who is suspended will not participate in any athletic event during the duration of the suspension. He/she may resume activity following the suspension.

Students who are absent from school on the day of an activity will be allowed to participate without a valid excused absence (doctors note).

Students assigned ISS and/or OSS suspensions are not permitted to practice, play, or remain after school as an observer.

*Students are responsible for maintaining their grade in each class. It is the student's responsibility to seek assistance from teacher and coaches when needed.

Athletic Events Policies

Students attending athletic events are under the supervision of the principal, designee and coaches. Proper behavior of students will be expected at all athletic events.

Gender Equity Policy

No student shall on the basis of gender, be excluded from participation in, be denied the benefits of, be treated differently from another student, or otherwise be discriminated against in any interscholastic or intramural athletics offered by such Central Elementary – High School, and Central Elementary-High School shall not provide any such athletics separately on such basis.

The Gender Equity Sport Coordinator: Ms. Leticia Cook, (706) 665-8577

Qualifications for Miss Central, Mr. & Miss Homecoming, and Class/Club Queens & Kings (Miss Central must be a junior and Miss Homecoming must be a senior)

- Will be held yearly when qualifications are meet
- Adhere to the rules and regulations at Central Elementary - High School
- Adhere to the attendance policy
- Conduct oneself morally and ethically at school and away from school;
- Maintain a grade point average of 80
- Be a positive role model for the student body;
- Serve as the official student representative of Central
- Each teacher rates the contestant.
- Miss Central is to be chosen by an independent panel.
- Miss Homecoming is selected by student body (9-12 grade)

Qualifications for Miss Central Middle School and Class/Club Queens & Kings

- Adhere to the rules and regulations at Central Elementary - High School
- Adhere to the attendance policy
- Maintain a grade point average of 80.

Central High School Prom Guidelines

DUES: Juniors & Seniors –$50.00

Student Late fee: $10/Student
(NO REFUNDS WILL BE GIVEN)

Please read all information carefully!

You must have the following items ready when receiving your ticket(s):

1. Signed contract by you and your parent/guardian (even if you are 18 years or older)
2. Signed contract by your guest and their parent/guardian (if applicable).
3. Copy of your guest's school ID card or Driver's License (picture ID) if your guest is not a CHS student.
4. This contract must be filled out completely and returned to prom sponsors at the time of receiving tickets.

PROM RULES:

- Remember this is a formal event and appropriate behavior is expected.
- Guest is permitted into the event only in the company of the CHS student and must leave when the CHS student leaves.
- Any student who is in ISS or OSS may not attend.
- NO REFUNDS will be given to students who do not show up for any reason (including suspension from school) or are not allowed to enter due to improper behavior, dress code violation, or use/possession of alcohol, tobacco, or drugs.
- Students dancing or behaving inappropriately will be escorted out of the dance and will not be given a refund. Parents will be notified.
- Former CHS students who have been removed or transferred for disciplinary reasons may not attend as guests.
- Age limits: No one younger than 11th grade or over 19 may attend.
- You and your guest must check in at prom at the same time.
- No one leaving prom will be re-admitted.

- It is important to remind you that the basic concepts of the school dress code apply. Attire that is overly revealing, low cut, or excessively sheer is not appropriate for any school activity. Please keep this in mind when purchasing your attire. Please see prom sponsors with a picture of YOU in the dress (front, back, and side view) for approval if you are in doubt.

DRESS CODE:

Ladies: Strapless dresses are acceptable. Be sure that dresses do **not** have a plunging neck line. Dresses may be backless. The backless point of the dress should drop no further than the navel (belly button). Dresses may have slits. These slits may not come above mid-thigh. Dresses may not have a bare midriff or sides. 2 piece dresses must have no more than a 1 inch gap at the waist. You must remain this way throughout your stay at prom.

Guys: May wear suit or tuxedo. Jacket and tie may be removed but shirt must remain on throughout prom. No blue jeans or shorts.

SENIOR WALK will start at 9:00 pm. Only seniors and their dates/CHS prom attendees may walk. (No family members/outside guests may escort prom attendees).

Any violations of school rules will result in discipline in accordance with school policy and possibly your immediate removal from prom.

Active Clubs

FBLA -
Purpose: To develop competent, aggressive business leadership, to understand American business enterprise, and to establish occupational goals.
Eligibility: Grades 6 – 12 (if enrolled in a business class)

4-H –
Purpose: "To make the best better", "To learn my doing." The School club encourages Members to participate in the full scope of activities offered in 4-H through the University of Georgia, stressing citizenship and community service.
Eligibility: Grades 5 - 12

FFA –
Purpose: To prepare students for successful careers and a lifetime of informed choices in the global agriculture, food, fiber, and natural resources systems.
Eligibility: Grades 7 – 12

National Junior Honor Society –
Purpose: To stimulate effort, reward achievement, and to encourage and assist Beta members to continue their education after high school.
Eligibility: Grades 6 – 8, according to standards of National Junior Beta Club

National Honor Society -
Purpose: To create enthusiasm for Scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary school.
Eligibility: Grades 10 (2nd semester) - 12

Student Council –
Purpose: To stimulate and develop a healthy school spirit; to encourage and maintain participation in school activities; to promote personal initiative in school projects; to foster a spirit cooperation among the faculty and student body; to encourage and promote the democratic process; to recommend school improvement projects.
Eligibility: Grades K-5, 6-8, 9-12
Note: Student council will meet monthly for elementary, middle school and high school. Principal will give update report of the club's activity – monthly.

Yearbook –
Purpose – To prepare the annual school yearbook.
Eligibility – Grades K-12
For yearbook purchases call (706)665-8578

Clubs and organizations will advertise, solicit membership, and hold meetings on the Central Elementary-High campus only after official recognition by the principal.
All clubs and organizations will be scheduled to meet at least once a month. All meetings will be scheduled through the principal's office.

Night activities held on school grounds require police protection. Unless exempted by the principal, the organization sponsoring a night activity will be responsible for paying policemen for security on an hourly basis.

Any night or weekend activity which requires clean-up by the school's custodial staff will require that the sponsoring organization pay for such service or the organization will be required to clean up the school facilities.

The sponsor, principal, superintendent, and board of education must approve all club field trips. All field trips must be under the supervision of the sponsoring teacher.

CENTRAL OF TALBOTTON HIGH SCHOOL NATIONAL HONOR SOCIETY

The minimum grade point average required for membership in the school's chapter of the National Honor Society is 3.50 (weighted or unweighted). This is the first step in the process for membership in the National Honor Society. Students do not apply for membership in the National Honor Society. They provide information to be used by a selection committee to support their candidacy for membership. The NHS Committee will select students for membership based on a student's demonstrated outstanding performance in all four of the following criteria: scholarship, leadership, service and character. While the academic criteria are important and are used to identify those students eligible for consideration, membership is NOT considered on the basis of grades alone. Selection to the National Honor Society is a privilege, not a right.

The leadership component is extremely important for membership selection. Leadership roles in both school and community activities are considered. This information must be verified through a signature.

The student who exercises leadership:

- Demonstrates initiative in promoting school activities
- Exercises a positive attitude on peers in upholding school ideals
- Exemplifies a positive attitude
- Successfully holds school offices or positions of responsibility
- Is a leader in the classroom, in school activities or a job
- Is consistently reliable and trustworthy

Service is generally considered to be those actions undertaken by the student that are done with or on behalf of others without any direct financial or material compensation. A minimum of twenty (20) service hours is required for membership consideration.

The committee looks for students who:

- Volunteer and provide dependable and well-organized assistance and are willing to sacrifice to offer this assistance
- Work well with others and are willing to take on difficult or monotonous tasks
- Volunteer without complaint
- Mentor in the community or at school

In accordance with the National Council of the National Honor Society, "a candidate will be able to demonstrate an outstanding record of conduct and behavior with regard to school and community rules, or is able to demonstrate sufficient growth and improvement to compensate for previous inadequacies."

A person of character demonstrates these six qualities: respect, responsibility, trustworthiness, fairness, caring and citizenship. In addition, the selection committee looks for students who:

- Demonstrate the highest standards of honesty and reliability
- Cooperate by complying with school regulations; no discipline issues
- Uphold principles of morality and ethics
- Accept constructive criticism and recommendations graciously
- Regularly show courtesy, concern, and respect for others

Central Elementary/High School
Tentative Testing Schedule
2026-2027

August 2026 – April 2027	GKIDS (Georgia Kindergarten Inventory Developing Skills)
October 2026	PSAT
October 2026	SAT School Day
April 2027 – May 2027	GA Milestones – End of Grade (3-8)
April 2027 – May 2027	EOC – Georgia Milestones (HS)
June 2027	EOG Summer Re-take Administration
June 2026 – July 2027	EOC (Summer Administration)

NOTE: Testing dates are subjected to change

Central Elementary/High School
Talbotton, Georgia

School-Parent Compact

Our School-Parent Compact is an agreement that is developed jointly with parents, students, staff and teachers. The compact outlines how parents, the entire staff, and students will share the responsibility for improved student academic achievement in math and reading.

The compact for Central Elementary/High School encompasses the following:

- Connects to goals of the school improvement plan.
- Emphasizes student learning skills.
- Describes how teachers will help student develop those skills using high-quality instruction.
- Explains how teachers and parents will communicate about student progress.
- Describes opportunities for parents to volunteer, observe, and participate in their child's education.

Contact your child's teacher by phone@706-665-8577 or email. Email addresses are first initial and last name of teacher followed by @talbot.k12.ga.us

In the Classroom

Central Elementary/High school teachers and staff will work with students and their families to support students' success in all academic areas with a focus on math and reading development and on understanding Lexile measures.

Communications about Student Learning:

- Invite parents to sign up for Power Parent to keep track of students' current grades.
- Send home each student's progress towards math and reading goals each 9 weeks
- Provide study guides and activities for students to help them understand the math and reading concepts
- Encourage students to read informational texts on reading and math concepts

- Provide additional digital resources for math and reading

Students at Home and in the Classroom

Ideas that Relate to the Learning Connection between Home and School

- Make good choices such as paying attention in class, staying on task, and doing my best.
- Complete homework each night and study for tests.
- Make it a point to work hard to increase the learning of math concepts by discussing real-life uses for math.
- Visit the Parent Resource Center (Room 314) during school hours (8:30 AM - 3:00 PM) to view helpful tips for parents.

At Home

Ideas to use at home to lead to an increase in reading/math and Lexile scores:

- Set aside reading time/areas at home: Listen to your child read aloud and read to your child.
- Keep books, magazines and newspapers in a designated area at home for your child to read.
- Informal instructions about the importance of reading/math and his/her progress toward the Lexile goals.
- Encourage and help the child study for his/her math tests using the study guides. If extra help is needed, seek it out.
- Assist child with math and literature projects.

District Goal

Increase math and reading assessment scores within5% of the state average, as reported by the Georgia Milestones data.

School Targeted Goals

- Provide students with research-based math and reading strategies to increase scores within 2%-5% from previous year.
- Engage in mathematical instructional strategies that are research-based and have proved to increase the learning of math and reading concepts.
- Engage in effective teaching materials at school and at home.

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CENTRAL ELEMENTARY

School-Parent-Student Compact Signature Sheet

Please review this School-Parent Compact with your child. This School-Parent Compact will be discussed with you throughout the year at different school-family events as we work together to help your child succeed in school.

Please sign and date below to acknowledge that you have read, received and agree to this School-Parent-Student Compact. Once signed, please return the form to your child's teacher. We look forward to our school-parent-student partnership!

Teacher's Signature:

_____

Date _____

Parent/Guardian's Signature:

_____

Date _____

Student's Signature:

_____

Date _____

Central Elementary/High School
Graduation/Diploma Waivers

A person who is no longer enrolled in Talbot County School and who previously failed to receive a high school diploma from the Talbot County Board of Education, the State of Georgia and was denied graduation solely based on failing to achieve a passing score on one or more portions of the graduation tests, may petition the Talbot County Board of Education to receive their diploma. If you withdrew from high school prior to graduating and received a diploma from another school, you are not eligible because you already have a high school diploma. The law includes all subjects, forms and versions of the Georgia High School Graduation tests (English Language Arts, Mathematics, Science, and Social Studies), Georgia High School Writing Test, and Basic Skill Tests (Reading, Mathematics, and Writing). Once the petition is received, a determination will be made based on the law whether he or she is eligible to receive their high school diploma, pursuant to O.C.G.A. 20-2-28-281.1, based on the graduation requirements in effect when you first entered ninth grade. If you withdrew from high school prior to graduating and received a diploma from another school, you are not eligible because you already have a high school diploma.

The law covers ALL graduation tests, beginning with the Basic Skills Test, which was administered to students who enrolled for the first time in grade 9 on or after July 1981. This law applies to regular and special education students. There is no deadline by which a petition may be submitted.

A special education student who was previously awarded a special education diploma or a certificate of completion only because he or she has not passed one or more sections of the graduation tests can petition the Talbot County Board of Education for their high school diploma.

If you earned a GED because you were denied graduation based solely on failing to achieve a passing score on one or more portions of the graduation tests, you are also eligible to petition the Talbot County Board of Education for your diploma.

The petition form will soon be available on the Central High School website. If you are mailing the petition include a photocopy of your government ID (driver's license). Be sure to complete all the required information and mail to Talbot County Board of Education, 945 N. Washington Ave., Talbotton, Georgia 31827. Once eligibility to receive your high school diploma is determined, you will be notified. If you have questions about the diploma wavier, please contact the Counselor at 706-665-8577.

Talbot County Complaint Procedures

Talbot County Schools are committed to open communication between staff and parents at the county's federal programs schools in order to reach the goal of educating all students. We are aware that disagreements may arise periodically. These disagreements need to be resolved in a timely fashion. The following procedures have been developed to handle complaints dealing with federal programs, services, and staff members. All complaints are to be directed to the director of elementary education as described below.

Filing a Complaint (person with complaint does the following)

1. Gather all information related to the complaint.
2. Fill out the complaint form. Remember, being as specific as possible will help us to resolve the issue.
3. Send the complaint form to the Title I office at the address listed on the form.

Response to Complaint (Central Office Staff does the following)

4. Investigate and prepare a response to the complaint.
5. Set an appointment with the originators of the complaint in order to resolve the complaint. The director usually arranges this meeting within five (5) working days after receipt of the complaint.

Additional Steps (if required)

6. If the complaint cannot be resolved by the director, a meeting will be set up with the superintendent, the director, and the concerned parties.
7. The superintendent will work with the director to resolve the complaint.
8. If the issue is still unresolved, the director will contact the state department of education office for guidance.
9. Meetings with officials from the district may be scheduled in order to resolve the complaint.
10. If additional steps beyond the state department of education are required in the resolution of the complaint, these steps will occur in accordance with the federal No Child Left Behind legislation.

Contact for Complaints

James Short
Federal Programs
Talbot County Board of Education
945 N. Washington Avenue
Phone 706-665-8577 ext. 123
Fax 706-665-2734

Federal Programs Complaint Form

Name _____

Address _____

Phone Number _____ Date _____

Nature of Complaint _____

_____

_____

_____

Do Not Write Below This Line

Date Received in Federal Programs Office _____

Date of Conference _____

Date Resolved _____

Resolution_____

_____

_____

DISCIPLINE GLOSSARY
General Terms

Bus Suspension – The student is suspended from the bus for a specified period of time by the local school administrator.

After-School Detention – Students attend a work/study session outside of regular school hours. Student makes arrangements for transportation. Students will be given a one-day notice of their detention period assignment.

Disciplinary Probation – A student found guilty of certain offenses may be placed on probation by the local school and/or the Student Disciplinary Panel. Probation is a trial period during which a student violating school and/or school system rules is subject of further disciplinary action.

Due Process – A student is afforded oral or written notice of the charges against him/her and is given an opportunity for a review, hearing or other procedural rights in accordance with state and federal laws.

In-School Suspension – The student is removed from regular classes for a specified period of time at the local school. All class assignments should be placed in assigned areas in the office(s) for student(s) assigned to ISS.

Long-term Suspension – The student is suspended (out-of-school) for more than ten (10) days.

Prescription Drug – Use of a drug (medication) authorized by a registered Physician and prescribed for the student. Student or parent should inform the school on the use of medically prescribed drug. All prescription drugs must be taken to the nurse immediately upon entering the school and/or campus.

Non–Prescription Drug – Over-the-Counter Drugs not authorized by a registered physician and not prescribed for the student. Student use is prohibited except in accordance with local school policy. A medication must be taken to the nurse immediately upon entering the school and/or campus.

Permanent Expulsion – The student is removed from all public school property and activities or events for an indefinite period of time. This action may be taken only by the Board of Education. Schoolwork may not be made up or credit given.

Short-term Suspension – The student is suspended out of school for up to ten (10) days by the local school administrator. The student may be suspended for an accumulation of offenses, as well as major offenses. **Suspended students shall make up those tests and assignments that**

the teacher determines will have impact on the student's final grade and mastery of course content. Assignments that the teacher does not require to be made up will not count towards a student's final grade. **It is the student's responsibility to make arrangements to make up work within** five **(5) school days upon return to school.** During the term of suspension the student is not allowed on the school campus or at any school activity or school-sponsored event.

Student Disciplinary Panel – A three-member panel composed of an administrator, teacher, counselor, social worker or central office staff member. The Panel hears evidence presented by the school system, the student, and parent when the local school principal or his/her designee refers a student or his/her designee. The panel has the authority to make decisions ranging from returning the student to the local school to recommending to the Board of Education for permanent expulsion of the student.

Transmission – Any substance, article, or weapon passed to another person.

Waiver of Right to Attend Student Disciplinary Panel – Parents may sign a waiver if they cannot attend or do not elect to attend the panel hearing. In the event a parent or student does not attend the hearing, it will proceed as scheduled.

Zero Tolerance – There will be consequences for serious drug, weapon, and youth gang/hate group offenses on school property or at a school activity, function or event. The school system will be proactive.

Discipline Violation Terms

AWOL – Unauthorized absence and/or leave from class, school, activity, or event.

Bullying – Any repeated overt act, such as hitting, kicking, or pushing, or covert act, such as excluding, ignoring, gossiping in a malicious manner, with the intent to ridicule, or humiliate, intimidate, or inflict injury or harm through physical contact, verbal abuse, or other means. This shall further mean behavior that occurs over time and is characterized by an imbalance of power on the part of one or more students over the victim and which may have the effect of resulting in absenteeism, declining grades, or physical, mental, or emotional harm to the victim (Chapter 2 of Title 20 of the OCGA – 20-2-751.4).

Bus Misconduct – Failure to comply with rules of bus safety or Student Conduct Behavior Code.

Chronic Lack of Supplies – Repeatedly reporting to class without necessary materials such as books, physical education attire, supplies etc.

Disobedience/Insubordination – Failure of the student to comply with a reasonable direction or instruction by faculty/staff.

Disrespect – Responding in a rude and impertinent manner.

Disruption – Behaving in a manner which interferes with educational activities.

Fighting – Involves the exchange of mutual physical contact.

Harassment/Intimidation/Verbal Abuse – Disturbing consistently, by pestering or tormenting in the classroom, on the school bus, or elsewhere on the school site.

Inappropriate Dress – Dressing in a manner that violates the dress code.

Inappropriate Personal Property – Possession of personal property that is prohibited by the school rules and that is otherwise disruptive to the teaching and learning of others. Items could include food, beverages, and electronic equipment.

HB 1170 – Section 15 Code Section 20-2-751.6, relating to suspension policy for students committing acts of physical violence resulting in injury to teachers:

(a) As used in the Code section, the term 'physical violence' means:
 (1) Intentionally making physical contact of an insulting or provoking nature with the person of another; or
 (2) Intentionally making physical contact, which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself, as provided in Code Section 16-3-21.

Profanity/Vulgarity – Writings, speech, or gestures that convey an offensive, obscene, or sexually suggestive message.

Tardiness – Failure to be in a place of instruction at the assigned time.

Truancy – The student stays out of school without permission or valid excuse.

Law Violation Terms

Arson – Intentionally starting or attempting to start any fire or combustion.

Assault – With criminal intent, the act or threatening to strike, attack, or harm any person in a school-sponsored or supervised activity. Intentional offensive/physical contact without consent.

Battery – Any physical force or violence unlawfully applied to a person. This can include jostling, tearing clothes, or seizing or striking another person, so long as there is criminal intent.

Bomb/Explosive – A device containing combustible materials and a fuse, including fireworks M-80 or above.

Bullying – Any repeated overt act, such as hitting, kicking, or pushing, or covert act, such as excluding, ignoring, gossiping in a malicious manner, with the intent to ridicule, or humiliate, intimidate, or inflict injury or harm through physical contact, verbal abuse, or other means. This shall further mean behavior that occurs over time and is characterized by an imbalance of power on the part of one or more students over the victim and which may have the effect of resulting in

absenteeism, declining grades, or physical, mental, or emotional harm to the victim (Chapter 2 of Title 20 of the OCGA – 20-2-751.4).

Burglary – Unauthorized entry into a school district building (unoccupied) with the intent of committing a felony when the building is closed to the students and the public [see theft].

Disorderly Conduct – Behaving in a violent or seriously inappropriate manner which disrupts the educational process. [Note: This category is used only when the police are called to cite a student or person for extreme disruptions.]

Drug/Alcohol/Chemical Offense – Any controlled substance or alcohol; includes any transfer of a prescription drug or any substance alleged to be a drug, regardless of its actual content.

Extortion – Use of "mild" threats or intimidation to demand money or something of value from another (no weapon).

False Fire Alarm – Reporting a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists.

Felony – Any offense punishable as a felony under Georgia or federal law.

Gambling – Playing any game of skill or chance for money or anything of value.
Loitering/Trespassing – Entering any school property facility without proper authority (includes student entry during a period of suspension or expulsion).

Robbery – Taking property from a person by force, violence, or threat of aggression.

Sexual Assault/Offenses – Intentional sexual contact of a harmful or offensive manner.

Theft/Larceny – Unlawful taking and carrying away of property belonging to another person (while the building is occupied) with the intent to deprive the lawful owner of its use [See Burglary].

Threatening/Menace – With criminal intent, the act of threatening to strike, attack, or harm any person in school or at any school-sponsored or supervised activity.

Vandalism/Graffiti – The willful or malicious destruction or defacement of public or private property.

Weapon – An article or implement that can cause bodily harm. This includes guns, knives, razors, clubs, and nun chahka, or any other object intended to be used, to inflict bodily harm.

C E N T R A L H A W K S

Determined to Achieve

Logo by Carlos Dixon
Motto by Keniece Adams

Dedicated to Succeed